



City of Humboldt
July 28, 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**
 - 5.1 Suspend Council Meeting
 - 5.2 Recommendation - City Controller - Public Hearing - Bylaw No. 15/2025 – The South Area Structure Plan
 - 📎 Report - Public Hearing - Bylaw No. 15/2025 – The South Area Structure Plan
 - 5.3 Recommendation - City Controller - Public Hearing - Discretionary Use Construction Trade
 - 📎 Report - Public Hearing - Discretionary Use Construction Trade
 - 5.4 Resume Meeting
- 6 Approve Minutes**
 - 6.1 Regular Meeting of Council held June 23, 2025
 - 📎 Minutes of the Regular Meeting of Council held June 23, 2025
- 7 Delegations**
 - 7.1 Janine Hart & Eilish McAnally - Humboldt Regional Newcomer Centre
 - 7.2 Lorena Taquiqui - 512 Main Street Water/Sewer Line Billing
 - 📎 Letter Submitted
- 8 Correspondence**
 - 8.1 Items Received for Information Only
 - 📎 Central Area Transportation Planning Committee Meeting Minutes dated March 26, 2026
- 9 Committee Reports**
 - 9.2 Executive Committee Meeting held July 14, 2025
 - 📎 Minutes of the Executive Committee Meeting held July 14, 2025
 - 9.3 Humboldt & District Museum & Gallery Board Meeting June 13, 2025
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board meeting June 13, 2025
- 10 Bylaws**

10.1 Recommendation - Planning Coordinator - Bylaw No. 15/2025 - The South Area Structure Plan

📎 Report - Bylaw No. 15/2025 - The South Area Structure Plan

📎 Bylaw No. 15/2025 - The South Area Structure Plan

10.1.1 Bylaw No. 15/2025 - First Reading

10.1.2 Bylaw No. 15/2025 - Second Reading

10.1.3 Bylaw No. 15/2025 - Given Three Readings

10.1.4 Bylaw No. 15/2025 - Third Reading

11 New Business

11.1 Recommendation - City Controller - Council Appointment to Boards and Committees

📎 Report - Council Appointment to Boards and Committees

11.2 Recommendation - City Controller - Council Appointment to City Positions

📎 Report - Council Appointment to City Positions

11.3 Recommendation - City Controller - Mobility Van Operations

📎 Report - Mobility Van Operations

11.4 Recommendation - Assessor - Downtown Revitalization Tax Exemption Policy 4215 Revision

📎 Report - Downtown Revitalization Tax Exemption Policy 4215 Revision

11.5 Recommendation - Director of Cultural Services - Community Economic Development Initiative (CEDI) Update

📎 Report - Community Economic Development Initiative (CEDI) Update

11.6 Recommendation - Planning Coordinator - Discretionary Use - Construction Trade - Unit 6, 520 9th Street

📎 Report - Discretionary Use - Construction Trade - Unit 6, 520 9th Street

11.7 Recommendation - Marketing & Development Manager - 101st St Lots Listing Price

📎 Report - 101st St Lots Listing Price

12 Enquiries

13 Committee of the Whole

14 Adjourn



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Bylaw No. 15/2025 – The South Area Structure Plan

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: July 28, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In accordance with The Planning and Development Act 2007, public notice is required when City Council considers the adoption or amendment of significant planning bylaws, including Official Community Plans and Area Structure Plans.

CURRENT SITUATION

At this evening's meeting, City Council will be considering Bylaw No. 15/2025 to adopt the South Area Structure Plan. 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 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 – Bylaw No. 15/2025 – The South Area Structure Plan

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: July 28, 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 Construction Trade as a discretionary use in C1 – Core Mixed Use Commercial.

CURRENT SITUATION

The City received a discretionary use application which will be heard by council this evening for 520 9th Street. 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
Meeting Minutes**

Regular Meeting of Council June 23, 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
 - Marketing and Development Manager Jarrett Delbridge
 - Planning Coordinator Tanner Zimmerman
 - Communications Coordinator Angie Rolheiser

1 Call To Order

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

2 Land Acknowledgement

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

Resolution: 3
2025.200

3 Adopt Agenda

Moved By: Councillor Roger Korte

Seconded By: Councillor Sarah McInnis

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

Councillor McInnis declared a conflict of interest on item 10.7.

4 Public Acknowledgement

Councillor McInnis acknowledged elders, cultural services staff, elders, and all those who helped organize events at Original Humboldt, Horizon School Division Office, and at the Humboldt Public School for National Indigenous People’s Day.

Councillor Rowe acknowledged everyone involved with the Jacob

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Leicht Memorial Sport Court and Outdoor Rink that recently opened to the public.
 Councillor Siermachesky acknowledged Safe Communities for 20 years of Community Safety Initiatives.

5 Public Hearing

Resolution: 5.1
 2025.201

Suspend Council Meeting
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Dave Rowe

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:34 p.m.

CARRIED

Resolution: 5.2
 2025.202

Recommendation - City Controller - Public Hearing Bylaw No. 12/2025
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution: 5.3
 2025.203

Recommendation - City Controller - Public Hearing Bylaw No. 14/2025
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution: 5.4
 2025.204

Recommendation - City Controller - Public Hearing Liquor Store - Units 117 & 118, 1919 8th Ave
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution: 5.5
 2025.205

Recommendation - City Controller - Public Hearing Shipping Container 706 2nd Ave
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution: 5.6
 2025.206

Recommendation - City Controller - Public Hearing Multi-Unit Dwelling – 620 14th Street
Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution: 5.7
 2025.207

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

Mayor – Rob Muench

Interim City Clerk – Jace Porten

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:46 p.m.

CARRIED

6 Approve Minutes

Resolution: 2025.208 **6.1 Minutes of the Regular Meeting of Council held May 26, 2025**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That the Minutes of the Regular Meeting of Council held May 26, 2025 be approved as amended and circulated.

CARRIED

Resolution: 2025.209 **6.2 Minutes of the Special Meeting of Council held June 9, 2025**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the Minutes of the Special Meeting of Council held June 9, 2025 be approved as recorded and circulated.

CARRIED

7 Committee Reports

7.1 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Jorgenson presided at 5:48pm.

Resolution: 2025.210 **7.2 Minutes of the Executive Committee Meeting held June 9, 2025**
Moved By: Councillor Sarah McInnis
Seconded By: Mayor Rob Muench

That the Minutes of the Executive Committee Meeting held June 9th, 2025 be accepted for information.

CARRIED

Resolution: 2025.211 **7.3 Minutes of the Reid-Thompson Library held April 14, 2025**
Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky

That the Minutes of the Reid-Thompson Public Library Meeting held April 14th, 2025 be accepted for information.

CARRIED

Resolution: 2025.212 **7.4 Minutes of the Humboldt & District Museum & Gallery Board Meeting held May 8, 2025**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the Minutes of the Humboldt & District Museum & Gallery Board Meeting held May 8th, 2025 be accepted for information.

CARRIED

Resolution: 2025.213 **8 Giving Notice**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Councillor McInnis gave notice of motion that the City of Humboldt investigate options to support operations provide the breakfast and snack food programs at St. Augustine Elementary School, and St. Dominic Elementary School and the Humboldt Public School.

CARRIED

Resolution: 8.1 Considered at this Meeting
2025.214 **Moved By:** Councillor Roger Korte
Seconded By: Mayor Rob Muench

That Council consider this matter at this evening's meeting.

CARRIED

9 Bylaws

Resolution: 9.1 Recommendation - Planning Coordinator - Bylaw No. 12/2025 -
2025.215 **Zoning Bylaw Amendment**
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution: 9.2 Bylaw No. 12/2025 - Second Reading
2025.216 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

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

CARRIED

Resolution: 9.3 Bylaw 12/2025 - Final Reading
2025.217 **Moved By:** Mayor Rob Muench
Seconded By: Councillor Marilyn Scott

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

CARRIED

Resolution: 9.4 Recommendation - Planning Coordinator - Bylaw No. 14/2025 -
2025.218 **A Bylaw to Provide for the Closing of a Municipal Street**
Moved By: Councillor Roger Korte
Seconded By: Mayor Rob Muench

That this report be accepted for information and filed.

CARRIED

Resolution: 9.4.1 Bylaw 14/2025 - Second Reading
2025.219 **Moved By:** Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

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

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 2025.220 **9.4.2 Bylaw 14/2025 - Final Reading**
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

Resolved that Bylaw No. 12/2025, being a bylaw to provide for the closing of a municipal street, be read a third time and now be adopted.

CARRIED

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

10 New Business

Resolution: 2025.221 **10.1 Recommendation - Director of Leisure Services - Curling Rink Lease Agreement**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

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

CARRIED

Resolution: 2025.222 **10.2 Recommendation - Director of Protective Services - CSO Vehicle Replacement**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

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.

CARRIED

Resolution: 2025.223 **10.3 Recommendation - Safety Coordinator - Corporate Policy Update**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

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.

CARRIED

Resolution: 2025.224 **10.4 Recommendation - Planning Coordinator - Discretionary Use – Liquor Store – Units 117 & 118, 1919 8th Avenue**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Roger Korte

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.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

CARRIED

Resolution: 2025.225 **10.5 Recommendation - Planning Coordinator - Discretionary Use – Multi-Unit Dwelling – 620 14th Street**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

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.

CARRIED

Resolution: 2025.226 **10.6 Recommendation - Planning Coordinator - Discretionary Use – Shipping Container – 706 2nd Avenue**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

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.

CARRIED

Resolution: 2025.227 **10.7 Recommendation - Director of Public Works - 2025 Asphalt Maintenance Quotation Results**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Marilyn Scott

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

CARRIED

Resolution: 2025.228 **10.8 Recommendation - Director of Public Works - Aerodrome Meeting Updates**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

11 Unfinished Business

Resolution: 2025.229 **11.1 Recommendation - Director of Public Works - Aerodrome Ownership & Operations Request for Proposal Results**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

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

DEFEATED

Resolution: 2025.230 **11.2 Motion - Humboldt Aerodrome RFP Results**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Roger Korte

Mayor – Rob Muench

Interim City Clerk – Jace Porten

That the City of Humboldt reject all submissions received from the Aerodrome Ownership and Operations Request for Proposals.

CARRIED

12 Enquiries

Councillor McInnis enquired on opportunities for tax abatements for businesses in the City and wanting more information on the program eligible for the downtown businesses. The City Manager responded that the City has the Downtown Revitalization Tax Policy and will bring a report to an upcoming Executive Committee meeting.

Councillor McInnis with the Director of Leisure Services on the Green Municipal Fund regarding tree planting. The Director responded the City doesn't have any large tree projects on their plans at this time but they are aware of the program and may bring a project that is eligible in the future.

Mayor Muench enquired regarding the status of the boulevards around the new Burger King location as they are becoming unkempt. The Director of Leisure Services responded that outside of the highways, the boulevards are the responsibility of the property owner.

Mayor Muench enquired with the Director of Leisure Services regarding the weeds in the ditches of Centennial Park. The Director responded the weeds should have been addressed as recently as the end of the meeting, the crews have been working hard to get the parks presentable for the upcoming events in the City.

Councillor McInnis enquired with the Director of Leisure Services regarding concerns expressed at AE Kilcher park. The Director responded the department will look into the weeds in the sand and is investigating having a contractor come in to review the playgrounds.

Resolution: 13
2025.231

Committee of the Whole

Moved By: Councillor Roger Korte

Seconded By: Councillor Marilyn Scott

That we sit in a private session as Committee of the Whole, the time being 7:37 p.m.

CARRIED

13.1 Authority

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

13.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Leisure Services Mike Ulriksen, Director of Protective Services Mike Kwasnica, Director of Public Works Peter Bergquist, Planning Coordinator Tanner Zimmerman, Marketing and Development Manager Jarrett Delbridge, Communications Coordinator Angie Rolheiser.

13.3 City Controller - Mobility Van Operations

Mayor – Rob Muench

Interim City Clerk – Jace Porten

13.4 Marketing & Development Manager - South 40 Concept

13.5 Verbal Discussion - STARS Landing

Resolution:
2025.232

13.6 Revert

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

That Council revert to the Regular Meeting, the time being 8:30 pm.

CARRIED

Resolution:
2025.233

13.7 Recommendation - City Controller - Mobility Van Operations

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis

That this report be received for information and filed.

CARRIED

Resolution:
2025.234

13.8 Recommendation - Marketing & Development Manager - South 40 Concept

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

That the development concept attached to this report be approved.

CARRIED

Resolution:
2025.235

14 Adjourn

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis

That we do now adjourn, the time being 8:31 p.m.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

July 23,2025

To our City Councilors,

I would like to begin by expressing my sincere gratitude for the outstanding work you do for our community. Your dedication does not go unnoticed, and we hold the highest respect for each of you. I am writing as the owner of a small business located at 512 Main Street in Humboldt. I kindly ask for your assistance in reviewing and hopefully adjusting the high charges currently being billed to us. These costs appear to stem from an error related to a recent change in the water line serving our building.

June 4th- 10:40 in the morning, I received a call from Landon Yaworski, he mentioned that he works in the city hall as a manager. He told me that the water line must be changed because it is costing a big amount of money to the city and it is on our building. He mentioned that he is the person in charge of this project and the one coordinating with all the contractors and that I must pay for whatever work will be done inside our building. I told him right away that I don't have a budget for this project this year, but he said that he will give me an estimate of what I must pay since he is the one talking to all the contractors already.

June 6th- 3:08 in the afternoon. Landon called me and wanted to meet and discuss. I said I can't because we are already in COOP Humboldt to do airbrush tattooing for the kids. He replied that the work will be done the coming Wednesday June 11th, because that is the day that work is for all the contractors. I said we can meet later that day after our airbrush so we can discuss, so me and Leo will have time to think about it for I want to know the cost first. He said he will email me all the details, and we can meet on Monday.

June 7th- Saturday. Landon emailed me the plan with the estimate price. He mentioned in the email that I can contact all the contractors for more accurate price, but I was not able to do that since that was a Saturday, and I decided to talk to him first on our meeting on Monday to get more information before I called the contractors for the plan is still unclear to me.

June 9th- We and Landon meet at the shop, and he explained to me the Plan A and Plan B. He said that they are making Plan B and that it is good because it won't cost me too much. He gave me all the estimates and said that including in that estimate with Craig is that they will clean our sewer line because it is in very bad shape. I asked again about the prices, and he saw that I am writing it again in my notebook. He said he is certain about the estimate he gave me with Brockman and Craig Olynicks bill but unsure of the bill from Strueby so he called them while I am with him so he can verify that. He called Erin Strueby, he put on a speaker and told Erin that we also need 2 covers for our pipe and Erin said his estimate of \$590 is good and just additional \$200 for the 2 cover, when I heard that the estimate Landon said in the email and the one that Erin said is the same I believed Landon that his estimate for the 2 contractors were right as well. I asked if he thought it would be more, or do I have to call them because I know Craig and Scott as well for, they were our clients before and I don't have a problem calling and asking them. I told him I just can't have a surprise bill because I really don't have a budget for this short notice project. Landon said those amounts should be it because that is the amount the contractors gave him. I asked how many days it will take, and he said it should be done by the day, and we can operate by Thursday. I said Yes because I want to cooperate with the City's project as well for, I don't want the city to be losing money even though I really don't have the budget for it.

June 12th- 11:03 Landon called me and told me that someone made a mistake and hit our sewer line and now it must be replaced, and I must pay for it. I told him that I mentioned that I cannot pay more for what we discussed at our meeting and that I didn't ask for a new sewer line, the plan is that it will only be clean. He said he will talk to the guys and to his boss. 11:37, he called me again and asked me to come to the shop to talk. I came right away and was surprised that he said that I must pay for it, I asked why I would pay for someone else's mistake. I reminded him again what we have talked about our meeting that I can only pay the amount he gave me and that is the maximum I can do. He said he will talk to his boss. 3:19pm, I messaged him again and asked who would pay for the mistake and he replied that they will be paying for it, he believes. I believed Landon again and trusted him when he said that.

When I got the bill from Craig Olynick, I emailed Landon and told him that the bill was 5x more of his estimate and he replied that all work done on our building must be paid by us

and I emailed back and express my concern that the extra work of the contractors should not be charge by us for that extra day of work and extra supplies are because of the mistake of hitting our sewer line. He didn't reply to my email and Craig said that he had already talked to the bosses in the city and they won't have anything to do with this anymore and that is why I have no other choice but to raise my concern to the mayor for some help.

The city manager emailed me this week and told me that this is a private and outside city's jurisdiction but this is the City's project and i just cooperated because i feel that i cannot say No and I was told that I will not pay more than the estimated price that was given to me and now, I am left with this triple bill and unfinished work on our basement which is our stockroom that has cause so much inconvenience for a month already in our operation. I believe that there is always something that can be done. I believe that if you hear my side of the story, you will understand why I feel frustrated with the situation and I hope that you will see that this is not fair for me to pay for someone else's mistake. I hope someone can be accountable for what happened and help us a bit with this huge bill.

Thank you for taking the time to read this. More Power to all of you and God bless.

Sincerely,

Lorena Taquiqui

Humboldt Ink

Central Area Transportation Planning Committee
Meeting Minutes

Allan Municipal Office, Allan, SK

March 26, 2025

Call to order

The March 26, 2025 regular meeting of the Central Area Transportation Planning Committee was called to order at 10:00 a.m.

Present

Darin Pedersen, Larry Sommerfeld, Brian Ford, Alan Thomarar, Grant Berger, Iv-Lee Kane, Rod Rudnisky, RCMP, Kris Selinger, RCMP and Alan Lindsay, Ministry of Highways

Regrets: Grant McIntosh, Blair Cummins

Adoption of the meeting agenda:

2025-012: **Brian Ford** moved that the agenda, for the March 26, 2025 regular meeting of the Central Area Transportation Planning Committee be approved as amended.
Seconded Alan Thomarar.

CARRIED.

Declarations of Conflict of Interest: None

Delegations

Rod Rudnisky, Staff Sargeant, RCMP, Humboldt Detachment

Kris Selinger, Sargeant, RCMP, Watrous Detachment

SUMA, - Currently no Representative

Blair Cummins SARM, - Blair unable to attend – Blair sent an Electronic copy of his Report - attached to the filed minutes

Staff Sargeant Rod Rudnisky of the Humboldt RCMP Detachment and Sargeant Kris Selinger of the Watrous RCMP detachment presented the Committee with a three-page report on traffic violations in the Central Area. They spoke at length, providing the Committee with a good understanding of the numbers and kinds of incidents and violations in the CATPC area, and answered questions. The Report has been scanned into the Reports Document for March 26, 2025.

Approval of Minutes from last meeting:

2025-013 Alan Thomarat moved that the minutes of the February 26, 2025 regular meeting of the CATPC be approved as presented. **Seconded** Brian Ford

CARRIED.

Business arising from the minutes of the last meeting:

Alan Thomarat brought forth a listing of expense rates used by the Saskatchewan Government and General Employee's Union (SGEU) collective bargaining agreement, the Canadian Union of Public Employees (CUPE), and Local 600 collective bargaining agreement. These rates will be used by the Committee for mileage, and meals.

New Business:

2025-014 Grant Berger moved that the Committee conduct a tour of Highways and roadways within the Central Area in the month of July. **Seconded** Alan Thomarat.

CARRIED

Old Business:

2025-015 Larry Sommerfeld moved that the CATPC hold two Roadworks workshops targeted towards Administrators and Councilors of Urban and Rural Municipalities. The workshops will be held on November 20th in Kenaston at Kenaston Place Auditorium from 9:30 a.m. until 4:00 p.m. Registration for both workshops including lunch will be \$30.00 for the day for members, and \$50.00 for the day for non-members, and further that non-members purchasing a membership by the end of November will be reimbursed the extra \$20.00 in the registration fee. **Seconded** Brian Ford.

CARRIED

Iv-Lee will create a sponsorship request letter. Darin will contact Dane at LaFarge, Iv-Lee will contact Darin at Green Leaf

Program Commitments:

The fourth Quarterly Scan, Semi-Annual Plan Review and Annual Network Corridor evaluation WHY document, are all due to be submitted to the Ministry prior to March 31, 2025. There were a couple of additions to the Quarterly Scan, the and the Semi-Annual Plan Review. Iv-Lee will send out the new WHY document. Upon return of completed

information from Committee members, Iv-Lee will compile and submit to the Ministry prior to March 31st in keeping with the funding agreement.

Consent Agenda

Reports:

Chairman's Report: Darin Pedersen provided an electronic version of his report is attached to the filed minutes.

Regional Reports: Larry Sommerfeld, Brian Ford, Grant McIntosh and Alan Thomarar, each submitted written and electronic reports, copies of which are attached to the filed minutes.

Ministry of Highways: Alan Lindsay reported that the ATPC Chairs' meeting will be held April 2, 2025 at 8:30 p.m. in at the Saskatoon Inn. Alan reported that those with Strategic Investment forms submitted prior to October 31, 2024 will find out submission at the Chairs' meeting the list is not completed yet, Capital Planning is still working on it. The Ministry has posted the Budget. The 2025-2026 budget will invest \$436 million in capital projects and programs through the Ministry of Highways.

- This includes more than 1,000 kilometres of improvements on provincial highways, including:
 - 200 km of repaving;
 - 245 km of medium treatments, such as micro surfacing;
 - 480 km of pavement sealing;
 - 95 km of Thin Membrane Surface and rural highway upgrades; and
 - 30 km of gravel rehabilitation.
- A \$421million investment for capital projects will improve transportation corridors with multi-year initiatives, such as:
 - Passing lanes for Highway 10 between Fort Qu'Appelle and Melville, and Highway 17 north of Lloydminster;
 - Highway 39 twinning at Weyburn; and
 - Ongoing corridor improvements on Highway 5 east of Saskatoon.
- Through the Safety Improvement Program, the province will invest \$25 million toward intersections, guardrails and lighting across Saskatchewan.
- Northern Saskatchewan will see \$122 million to build, operate and maintain highways and airports.
- Across the province, an \$82 million investment will repair or rebuild 18 bridges and more than 100 culverts. This includes:
 - Starting construction of overpass replacements on Highway 2 over Highway 1 at Moose Jaw; and
 - Replacing the bridge on Highway 2 over Montreal River near La Ronge.
- Key municipal road, short-line railway infrastructure and related investments include:
 - \$18 million to support economic growth and safety on rural municipal roads (\$1 million increase);
 - \$9 million for construction and maintenance partnerships with urban municipalities;

- \$2 million for the Strategic Partnership Program to enhance safe movement of large trucks;
- \$850,000 toward community airport improvements; and
- \$1 million for the Short Line Railway Improvement Program.

Financial Reports:

Iv-Lee Kane provided the Bank Reconciliation and Statement of Receipts and Expenditures for the month ending February 28, 2025

2025-016: Alan Thomarat moved that we accept the Bank Reconciliation and Statement of Receipts and Expenditures for the month ending February 28, 2025

Seconded: Larry Sommerfeld

CARRIED.

Correspondence:

- a) Iv-Lee Kane – NCTPC – Request for ATCP Contacts Information
 - a. NCTPC – Beth Herzog - Reply – Chairperson Contact List & Administrator Contacts
- b) Iv-Lee Kane – Evolution Training – Training Workshop information request
- c) Iv-Lee Kane – St John’s Ambulance - Training Workshop information request
 - a. Patty Booth St. John’s Ambulance – Reply – request for clarification
 - b. Iv-Lee Kane – Reply – clarification
 - c. Patty Booth – Reply - Course Information:
 - i. CPR Level A/AED, B/AED, C/AED
 - ii. Basic First Aid
 - iii. Intermediate First Aid
 - iv. Private Course Booking Agreement
- d) Iv-Lee Kane – Triple S Transport - Training Workshop information request
 - a. Michelle Francoeur, Green Earth – Workshop information
- e) RM of Loreburn #254 – AGM information Request

- a. Iv-Lee Kane – Reply – AGM Information
- f) Iv-Lee Kane – EWC – Request for Reports, Quarterly Scans, Top 10 Corridors, and Semi-Annual Review Information
- g) Brian Ford – Top 10 Corridors Information
- h) Evolution Training – Workshop Pricing information

2025-017: **Alan Thomarat** moved that we file the Correspondence. **Seconded** by Grant Berger

CARRIED

Next Meeting:

2025-018: **Brian Ford** moved that the next meeting of the CATPC be held Wednesday, April 23, 2025 at 9:00 a.m. in Davidson at the Sacred Heart Roman Catholic Church Auditorium, 415 Lincoln Street, Davidson with Lunch to follow at noon, followed by the Annual General Meeting at 1:00 p.m. **Seconded:** Alan Thomarat

CARRIED.

Adjournment:

2024-019: **Larry Sommerfeld** moved that the March 26, 2024 regular meeting of the Central Area Transportation Planning Committee be adjourned. Time 3:55 p.m.

CARRIED.



**City of Humboldt
Meeting Minutes**

Executive Committee Meeting July 14, 2025 - 05:30 PM

- Present:**
- Chairperson:** Larry Jorgenson
 - Mayor:** Rob Muench (via Zoom)
 - 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 Public Works:** Peter Bergquist
 - Planning Coordinator:** Tanner Zimmerman
 - Marketing and Development Manager:** Jarrett Delbridge

1 Call To Order

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

2 Land Acknowledgement

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

3 Adopt Agenda

Moved By: Councillor Marilyn Scott

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

4 Reports From Administration

4.1 Director of Protective Services' Report

Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

4.2 City Controller's Report

Moved By: Councillor Dave Rowe

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

That this report be accepted for information and filed.

CARRIED

4.3 Director of Cultural Services' Report

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

4.4 Director of Leisure Services' Report

Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

4.5 Director of Public Works' Report

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

4.6 Planning Coordinator's Report

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

4.7 Communication Coordinator's Report

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

4.8 Leisure Services Project Summary Report

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

5 New Business

5.1 Recommendation - City Assessor - Downtown Revitalization Tax Exemption Policy 4215 Revision

Moved By: Councillor Dave Rowe

That a recommendation be forwarded to City Council that policy 4215 be amended to include updates as shown in the attached policy.

CARRIED

5.2 Recommendation - Director of Leisure Services - Leisure Access Program Review

Moved By: Councillor Sarah McInnis

That Administration develop a Leisure Access Grant program to replace Policy 10490 - Leisure Access Program and that the grant be available to local social service providers.

CARRIED

5.3 Recommendation - Planning Coordinator - South Area Structure Plan

Moved By: Councillor Dave Rowe

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

That this report be accepted for information and filed.

CARRIED

6 Enquiries

Mayor Muench enquired with the Director of Leisure Services regarding a concern expressed on the condition of the public cemetery, the Director responded he is not aware of any concerns, it may be in relation to grass cutting of the grounds as crews have been playing catch up.

Mayor Muench enquired with the Director of Public Works in relation to the speed zones on the south end of Highway 20, the Director responded that the department is wanting to review the speed zones in the area and informed Council that any recommendations would require the Ministry of Highways involvement. Councillor McInnis enquired with the Director of Public Works regarding the opportunity to introduce playground speed zones. The Director responded it would require a bylaw to introduce.

Councillor McInnis enquired with the Director of Leisure Services regarding some of the flooring concerns at the Aquatic Centre, the Director responded they are needing the contractor to do some patch work.

Councillor McInnis enquired with the Director of Leisure Services regarding some weeds along the Water Ridge Trail, the Director responded that spraying weeds is difficult as it requires certification and the City currently only employs one certified staff member.

Councillor McInnis enquired if residents can touch base with Protective Services regarding car seat installations, the City Manager responded that it should be possible for them to coordinate for review with the department.

7 Committee of the Whole

Moved By: Councillor Dave Rowe

That we sit in a private session as Committee of the Whole, the time being 6:39 p.m.

CARRIED

7.1 Authority

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

7.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Cultural Services Jennifer Fitzpatrick, Director of Leisure Services Mike Ulriksen, Director of Public Works Peter Bergquist, Marketing and Development Manager Jarrett Delbridge.

7.3 Director of Leisure Services - Collective Bargaining

7.4 Director of Leisure Services - Living Skies Music Festival

7.5 Director of Protective Services - Community Safety and Wellbeing Report

7.6 Marketing and Development Manager - Residential Lot Pricing

7.7 City Manager - CEDI Update

7.8 Revert

Moved By: Councillor Dave Rowe

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten

That Council revert to the Regular Meeting, the time being 8:12 pm.

CARRIED

7.9 Recommendation - Director of Leisure Services - Collective Bargaining

Moved By: Councillor Roger Korte

That Michael Ulriksen, Jennifer Fitzpatrick and Jace Porten be appointed to serve as the City of Humbolt's representatives on the Bargaining Committee for the upcoming CUPE Local 2359 collective agreement negotiations.

CARRIED

7.10 Recommendation - Director of Leisure Services - Living Skies Music Festival

Moved By: Councillor Sarah McInnis

That Administration be authorized to:

1. Explore alternative sponsorship / partnership arrangements with the Living Skies Music Festival for their future music festivals in Humboldt;
2. Evaluate the long-term viability of jointly operating Diamond No. 2 for both ball and event related activities

CARRIED

7.11 Recommendation - Director of Protective Services - Community Safety and Wellbeing Report

Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

7.12 Recommendation - Marketing & Development Manager - Residential Lot Pricing

Moved By: Councillor Marilyn Scott

That the proposed tables of "Fair Market Values" and "List Prices" for the 11 lots on the east side of 101st Street be forwarded to City Council for approval.

CARRIED

7.13 Recommendation - City Manager - CEDI Update

Moved By: Councillor Roger Korte

That the Executive Committee recommends that City Council resolve to continue to participate in the CEDI program until March 2027.

CARRIED

8 Next Meeting

It was noted that the next Executive Committee Meeting will be held August 11th, 2025 at 5:30 p.m.

9 Adjourn

Moved By: Councillor Marilyn Scott

That we do now adjourn, the time being 8:14 p.m.

CARRIED

Chair – Larry Jorgenson

Interim City Clerk – Jace Porten



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on June 13, 2025, commencing at 10:30 am at the Gallery



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Ivan Buehler
Andrew Breker
Susan Bellamy
Kevin Garinger
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** Karen Siermachesky and Aaron Lukan sent their regrets.
- CALL TO ORDER:** Carol called the meeting to order at 10:30 AM.
- LAND
ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Bellamy / Buehler:
That the agenda of June 13, 2025, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged Jennifer and staff for the great new programming including the partnerships with Sage Hill Writing and the Connecting Grids Regional Immigrant Partnership.
- ADOPT MINUTES:** Buehler / Breker:
That the minutes of May 8, 2025, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- BUSINESS ARISING:** Jennifer reported on her progress for upcoming reports.
- DIRECTORS REPORT:** Jennifer provided an overview of the report and highlighted collections plans, maintenance projects and staffing.

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:** Karen was not present, therefore, no report.
- FOUNDATION REPORT:** Carol did not have anything to report at this time.
- ORIGINAL HUMBOLDT REPORT:** Jennifer noted that the treaties sculpture has been installed and updated the board on the plans for a ceremony.
- SPORTS HALL OF FAME REPORT:** Aaron was not present, therefore, no report.
- PUBLIC ART COMMITTEE REPORT:** Jennifer reported on the installation of the Iron Triangle sculpture and the plans for the event on June 26.

Chairperson’s initials

Museum Minutes for June 13, 2025, Page 2

- WATER TOWER REPORT:** Susan shared information about Jen Reimer’s visit which went well, and the barbecue yesterday that was successful.
- COUNCIL REPORT:** Karen was not present, therefore, no report.
- OTHER BUSINESS:** There was no other business.
- NEXT MEETING:** The next regular meeting is July 10, 9:00 at the Gallery.
- ADJOURNMENT:** Garinger / Buehler:
That the meeting adjourn at 11:20 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary

CITY OF HUMBOLDT REPORT

TITLE: Bylaw No. 15/2025 – The South Area Structure Plan
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: July 28, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

In February, 2025, the City submitted its annual report to demonstrate that all requirements for HAF funding had been met. While submitting, the CMHC and the City recognized that the City is on pace to exceed the housing targets initially estimated in the application. As a result, the City was permitted to submit another initiative to increase the amount of funding. The new initiative was approved on March 20th, 2025. The deadline to provide CMHC with the approved deliverables is August 28th, 2025.

CURRENT SITUATION

The approved initiative is the creation of a South Area Structure Plan (SASP). The initial proposed area of the structure plan was the land south of 1st Avenue North, east of 14th Street, west of 4th street, north of the City limits, and the undeveloped land south of Saskatchewan Avenue. The plan scope has since been expanded to include the land east of Peck Road and south of the industrial area. A map has been provided in the report, as well as “Figure 1 – Location Plan”.

The SASP provides a high-level view of the required infrastructure for development within the southern region of the City. The SASP also defines the expected land use within the area.

The following is a summarization of the findings in the report:

Required Roads

The report does not prescribe locations for roads that are built completely within a subdivision. Instead, the report defines the areas that require upgrades for development to occur. Saskatchewan Avenue is the only road within the plan area that is expected to

receive any upgrades. Saskatchewan Avenue currently consists of a gravel base from 14th Street to 3rd Street. Gravel roads will likely be upgraded to local road standards. The upgrades will, however, be determined at a later date.

Stormwater Management

A storm study that was completed in 2021 identified areas of concern and recommended locations/sizes for potential storm ponds. Using this study, along side internal investigations, the report identifies desired locations for storm ponds. “Figure 6 – Storm Water Management” provides the desired locations and potential sizes of storm ponds. The noted locations and sizes are subject to change.

Land Use

Land use areas will be determined by the developers as subdivision occurs. However, land use must align with the City’s OCP and Zoning Bylaw. The “development concept” included in the report is conceptual only.

Bylaw

The SASP is not intended to prescribe requirements for development. Instead, the SASP ensures that the City’s development philosophies are transparent and consistent. To maintain consistency, the report will be adopted by Bylaw.

OPTIONS

1. Receive this report for information and file.

ATTACHMENTS

- A. None.

COMMUNICATION AND ENGAGEMENT

Letters were sent to individuals and companies who own land within the SASP plan area. The landowners were asked to provide comments on the plan. Administration did not receive any communication.

There will be a second opportunity for comment as a bylaw adoption requires at least 10 days of public notice. Notices will be posted at City Hall, on the City’s website, and on Discover Humboldt as a newspaper equivalent. Additionally, letters will be sent to landowners within the plan area.

FINANCIAL IMPLICATION



CMHC has projected that this project will result in seven additional housing units, increasing the grant to the City by \$226,000 over three years. The cost to create the report was relatively low as all work was completed internally.

CONCLUSION

The City is on track to exceed the initial estimated housing units created resulting from the Housing Accelerator Fund. Because of this, the City has been approved for an additional initiative to increase the grant funding. The initiative chosen is a South Area Structure Plan. The plan will be completed internally and must be approved by August 29th, 2025.

CITY OF HUMBOLDT

BYLAW NO. 15/2025

A BYLAW TO ADOPT THE SOUTH AREA STRUCTURE PLAN AND ITS CORRESPONDING MAPS

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

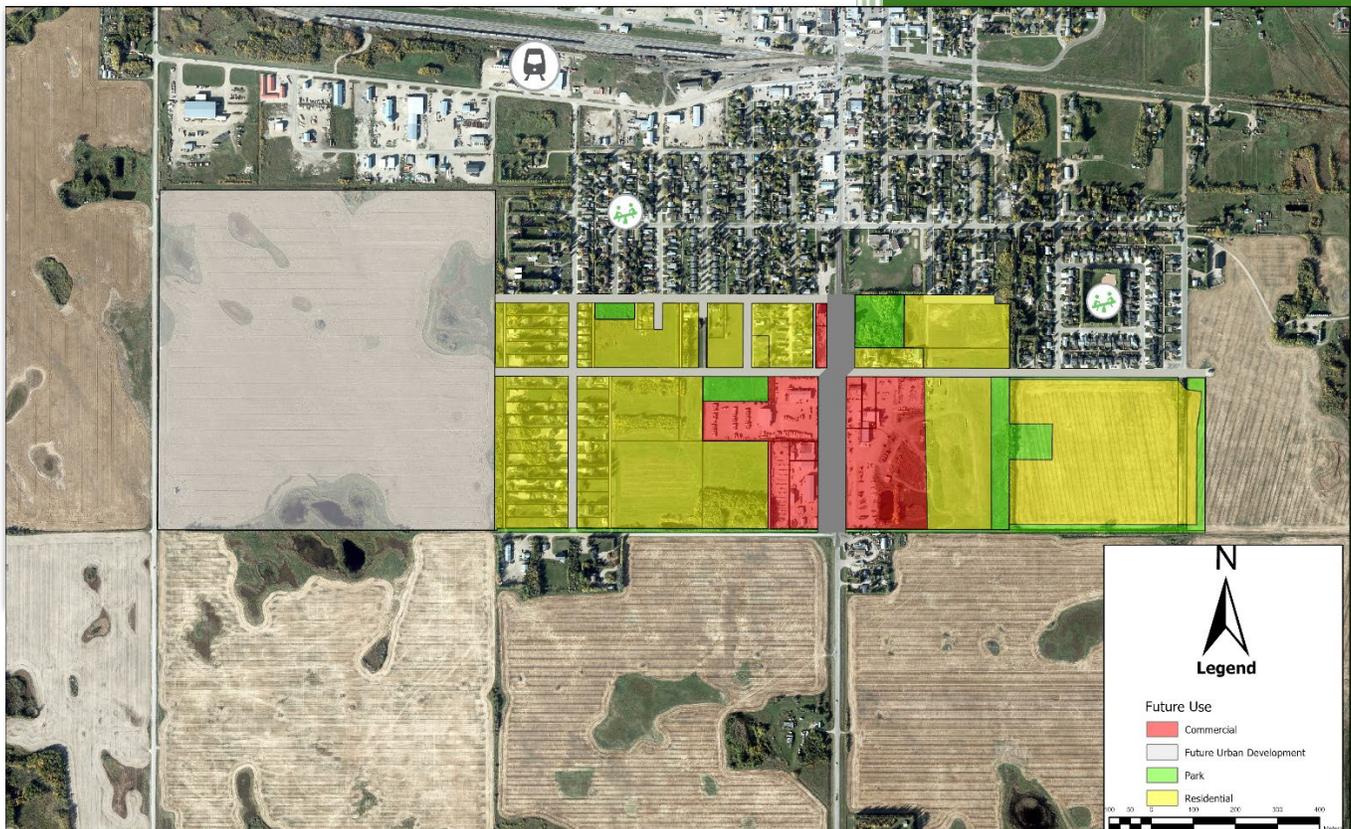
1. The City of Humboldt hereby adopts the South Area Structure Plan as the guiding concept for development in the South Area.
2. This Bylaw shall come into full force and take effect immediately upon the final passing thereof.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 28 DAY OF JULY 2025
READ A SECOND TIME THIS 28 DAY OF JULY 2025
READ A THIRD AND FINAL TIME THIS 28 DAY OF JULY 2025

South Area Structure Plan



Adopted by Bylaw No. 15/2025

July 28th, 2025



City Hall, 715 Main Street, P.O. Box 640, Humboldt, SK, S0K 2A0

T: (306) 682-2525 F: (306) 682-3144 E: info@humboldt.ca

www.humboldt.ca

Prepared by:
The City of Humboldt

ACKNOWLEDGEMENTS

The City of Humboldt acknowledges the following individuals for their support of – and their input for – the development of the South Area Structure Plan as well as their general interest in the growth of the community.

Mayor and Council

Mayor Rob Muench
Councillor Dave Rowe
Councillor Karen Siermachesky
Councillor Larry Jorgenson
Councillor Marilyn Scott
Councillor Roger Korte
Councillor Sarah McInnis

Administration

City Manager, Joe Day
Director of Cultural Services, Jennifer Fitzpatrick
Director of Leisure Services, Michael Ulriksen
Director of Protective Services, Mike Kwasnica
Director of Public Works, Peter Bergquist
Manager of Marketing & Development, Jarrett Delbridge
Municipal Engineer, Daniel Bernhard
Planning Coordinator, Tanner Zimmerman

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1.0 INTERPRETATION

The following definitions should be taken into consideration while interpreting this report:

Act: The Planning and Development Act, 2007 of the Province of Saskatchewan.

The City: The City of Humboldt.

Crown Corporation: A legal entity conducting business in and owned/operated by, the Government of Saskatchewan.

ISC: Information Services Corporation; a Province of Saskatchewan crown corporation where registries of businesses and parcels of land within the province are established and maintained.

OCP: Official Community Plan of the City of Humboldt.

Parcel: A section of land legally registered with the ISC. Each parcel may be identified by the given lot, block, and plan number, or land description.

SASP: South Area Structure Plan.

Zoning Bylaw: Bylaw No. 04/2016 – 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.

2.0 INTRODUCTION

2.1 Purpose

The purpose of the South Area Structure Plan (SASP) is to provide insight toward the City of Humboldt's vision for the South Area in terms of land use and basic infrastructure. The ASP accounts for servicing constraints and efficient roadway use. The SASP has been prepared by the City of Humboldt, in consultation with owners of land within the project scope. The land use concept, and policies it includes, are generally consistent with the City's Official Community Plan.

Appendix A provides maps as visual representations for the discussions of this report.

2.2 Location

The plan area consists of approximately 148.91 hectares (approximately 367.95

acres) of land located between Peck Road and 101st Street (refer to Figure 1 – Location Plan).

The land surrounding the plan area is as follows:

North	Existing residential, commercial, and industrial land.
East	Land unfit for residential development as it is within the lagoon isolation limit.
South	Agricultural land within the RM of Humboldt.
West	Agricultural land within the RM of Humboldt.

2.3 Land Ownership

The SASP plan area is comprised of 27 parcels owned by 15 landowners, including the City of Humboldt. Table 1, below provides the current landowners.

Land Description	Ownership
Block 68 – Plan BA2180 Ext. 1.	Private
Block Z – Plan 63H03831	Private
Lot 24 – Block 68 – Plan 101959375	Private
Lot A – Block 68 – Plan 80H09330	Private
Lot A – Block 59 – Plan 59H02542	Private
Block YY – Plan 85H04805	Private
Parcel MR4 – Plan 101959375 Note: Municipal Reserve Parcel	City of Humboldt
LSD 3 20 31 22 2 Ext. 105	City of Humboldt
Block Y – Plan 81H05655	City of Humboldt
Block 70 – Plan BA28180 Ext. 1	Private
Block 69 – Plan BA2180 Ext. 2	Private
Block AA – Plan 101812665 Ext. 15	Private
Lot 1 – Block 71 – Plan 96H01340	Private
Lot 2 – Block 71 – Plan 74H11622	Private
Lot 3 – Block 71 – Plan 84H04957	Private
Block J – Plan BL4910 Ext. 1	Private
Block A – Plan 101812676 Ext. 96	Private
LSD 4 20 37 22 2 Ext. 95.	Private
Block B – Plan 65H04865	Private
Block A – Plan BG5791	Private
Block Z – Plan 63H03831	Private
Block ZZ – Plan 85H04805	Private
Block 110 – Plan 101808053 Ext. 2	Private
Block X – Plan 62H05144	Private
Block T – Plan 93H09501	Private
Block S – Plan 70H00177	The Humboldt Roman Catholic Separate School District No. 15
Block 71 – Plan BA2180	Private

Table 1 - List of Landowners

3.0 SITE CONTEXT

3.1 Existing Land Use

The SASP plan area provides for a mixture of residential, commercial, and institutional land uses. Parcels fronting Highway 20 (Main Street) are primarily commercial under the zoning district C2 – Medium Density Commercial. Otherwise, Parcel T – Plan 93H09501 is zoned R1 – Low Density Residential; Parcel S – Plan 70H00177 is zoned CS – Community Service / Institutional; and LSD 4 20 37 22 2 Ext. 95 is zoned FUD – Future Urban Development.

Parcels west of Highway 20 and east of 14th Street are residential with the zoning district of R2 – Medium Density Residential. Finally, the rest of the parcels within the SASP plan area are zoned FUD – Future Urban Development. Any FUD-zoned parcels will be amended as needed. Figure 2 – Zoning Districts provides a map of the current zoning districts and Figure 3 – Existing Land Use provides the generic land uses for the area.

3.2 Topography and Natural Features

As with most of Humboldt, the plan area is generally flat with few low spots to act as natural storm drainage. The highest point (~570m) is located along the west edge of the SASP development area. From that point, the land slopes gently downward to the east with the lowest point (~560m) located in the east edge of the City-owned parcel: SW-20-37-22-2. A map can be viewed as Figure 4 - Topography, as a clearer demonstration.

4.0 POLICY CONTEXT

4.1 Provincial

4.1.1 Lagoon Isolation Limit

Pursuant to Section 15(3)(b) of *The Subdivision Regulations, 2014*, a residential development must be setback from a sewage treatment plant or a sewage lagoon by at least 457m. Parcels of land that are near the 457m setback have been previously subdivided to maximize the available residential land. For the purpose of this report, Parcel Y, Plan 81H05655 is an example of land that is close to the Lagoon Isolation Limit but subdivided to allow for residential development.

4.1.2 Municipal Reserve Requirement

Section 181 of *the Act* requires that developers provide Municipal Reserve dedication to the municipality in the form of land, money in lieu of land, or a combination of both. The amount of land dedicated must be equal to 10 percent, or greater, of the gross developable area. Municipal Reserve may be used for developments of parks, recreational facilities, and other publicly accessible

community uses. Developers may choose to provide more than 10 percent. As the plan area consists of approximately 77.88 hectares of land, it is estimated that approximately 7.88 hectares of land will be dedicated for Municipal Reserve, including any existing dedicated land.

4.2 Municipal

4.2.1 Official Community Plan

The City's OCP was adopted in 2016. It identifies the desired land uses within the community. The OCP must be acknowledged during the subdivision process.

Under the OCP, the Future Land Use plan designates the majority of the land as residential with the rest designated as park space or commercial. The development concept will be guided by the OCP.

4.2.2 Zoning Bylaw

The Zoning Bylaw will be considered through the implementation of the Plan. Lands located within the South Area Structure Plan are currently zoned "FUD – Future Urban Development", "C2 – Medium Density Commercial", "CS – Community Service/Institutional", "R1 – Low Density Residential", "R2 – Medium Density Residential", and "R5 – Manufactured Home Residential".

Parcels that are currently zoned "FUD" will be amended as needed when the parcel is subdivided for development. At this time, the City anticipates that parcels that are zoned for Commercial and Residential uses will maintain their current zoning districts.

5.0 DEVELOPMENT CONCEPT

5.1 General

The South Area Structure Plan is intended to provide a Plan that will create transparency for, and collaboration between, the various landowners in the Plan Area.

The development concept, shown on Figure 5 – Development Concept, will guide the future application of recreational, commercial and institutional land uses.

The following detailed objectives have been identified for the South Area Structure Plan:

1. To create a high-level plan that describes uses and strategies for appropriate development within the plan area and that takes into consideration the social, economic, and environmental well-being of the community
2. To identify any constraints on the plan area and how these will be addressed

within the proposed development.

3. To enhance the open space opportunities and ecological function through the location, management and design of stormwater management ponds.
4. To provide for sanitary, waterworks and sewer services and other infrastructure to meet the servicing needs of the area.

5.2 Institutional

St. Dominic Catholic Elementary School is located to the north of the plan area; this is not anticipated to change. As such, the South Area Structure Plan does not identify any new institutional land.

5.3 Open Space/Parks

The development concept will provide plenty of opportunities to create open spaces and parks. Stormwater facilities may be integrated with park space to ensure efficient use of land. Park space will utilize recreational facilities such as sports fields and walking trails.

The City will discuss appropriate locations and uses of municipal reserve with developers, as subdivision applications are received.

5.3.1 Trails and Corridors

The plan area accommodates a variety of linear systems, green corridors, paths and streets. The purpose of these linear systems is to connect parks and other open spaces to one another and to accommodate active transportation options for the community (e.g. walking, cycling).

The City and developers will determine appropriate locations for walking and cycling trails at the time of subdivision. It is anticipated that trails will be built along corridors with heavy pedestrian traffic – i.e. Saskatchewan Avenue.

5.4 Stormwater Management

Due to Humboldt’s relatively flat, topographical nature, stormwater management is a common challenge for new development within the City. Developers are expected to provide stormwater management facilities, where practical, so as not to add to existing drainage issues within their respective development areas. A cost-sharing model will be determined when on-site stormwater management is not possible.

Figure 6 – Storm Water Management identifies areas of particular concern regarding storm drainage. A combination of both dry and wet ponds will be built to help ease existing drainage issues. Figure 6 – Storm Water Management also identifies desired, strategic areas for potential storm ponds. The identified ponds are subject to change in both location and size. Negotiations will be held with affected landowners as detailed designs become available.

5.5 Water and Sewer Infrastructure

There is existing water and sewer infrastructure underneath Saskatchewan Avenue as well as Highway 20. Possible upgrades will be determined at the time of subdivision.

6.0 TRANSPORTATION

6.1 Access

Arterial and collector roads are addressed in this report. Roads that exist completely within a development area are the sole responsibility of the respective developers. Arterial access is provided via Highway 20 (Main Street). Currently, upgrades are not expected for this road. Any future upgrades will be addressed in the payment of Development Charges as land is developed.

The main collector road for the SASP plan area is Saskatchewan Avenue which runs west to east from 14th Street to 101st Street. Saskatchewan Avenue is currently built of gravel, primarily, and will require significant upgrades.

6.2 Active Transportation

Paved walking trails will be favoured over sidewalks along Saskatchewan Avenue to support walking, cycling, and other forms of active transportation. Within specific development areas, developers will be given the option to include sidewalks along both sides of a local road. Recommendations regarding the number of sidewalks will depend on expected pedestrian activity.

7.0 STAGING AND IMPLEMENTATION

7.1 Staging

The SASP does not prescribe development staging. It is, however, expected that development will occur around 1st Avenue N. and Saskatchewan Avenue first as both streets have previously existing utilities.

7.2 Implementation

The impetus guiding this plan is not to provide enough detail for subdivision, but rather provide developers with the general vision for the area. The plan also provides developers with details on suitable land for specific uses (e.g. municipal reserve vs. residential). The City will work with developers on creating comprehensive plans that suit both the developers and the community as a whole.

7.3 Funding

The costs for infrastructure within a private development are solely the responsibility of the developer. The costs for infrastructure inside, or outside, of any

private development that benefits the subject development and other development areas should be apportioned to those parcels based upon proportionate benefit. The City should contribute to the infrastructure project based upon any increased cost of upsizing that infrastructure to benefit the community at large. This includes projects such as the Saskatchewan Avenue upgrades, and stormwater management improvements

8.0 CONCLUSION

As the City of Humboldt continues to grow, so too does the need for a transparent overview of development requirements. This report includes a high-level view of the required infrastructure for development. This report also recommends appropriate land uses within the plan area.

The SASP is not intended to create development standards that developers must follow. Instead, the SASP is the City's overall vision of development within the south area. Development standards will be discussed at the point of subdivision and will be administered through various servicing agreements.

The SASP does not determine direct solutions for matters such as stormwater management and road improvements. The City will utilize storm and traffic studies when discussing solutions.

Finally, any suggested improvements to stormwater management facilities, roads, parks, etc. will be funded through the cooperation of affected landowners and the City.

APPENDIX A – MAPS

Figure 1 – Location Plan

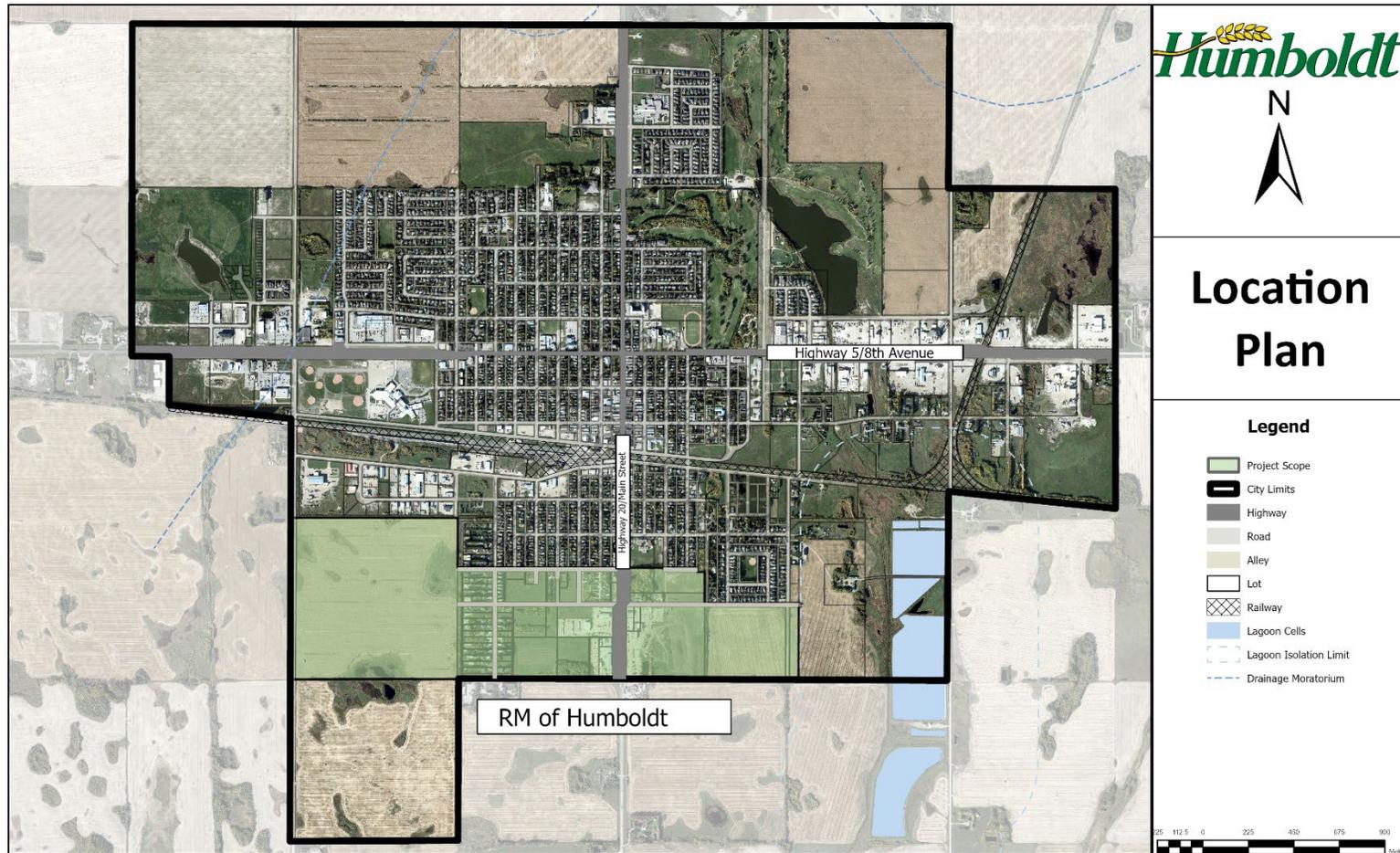


Figure 1 - Location Plan

Figure 2 – Zoning Districts

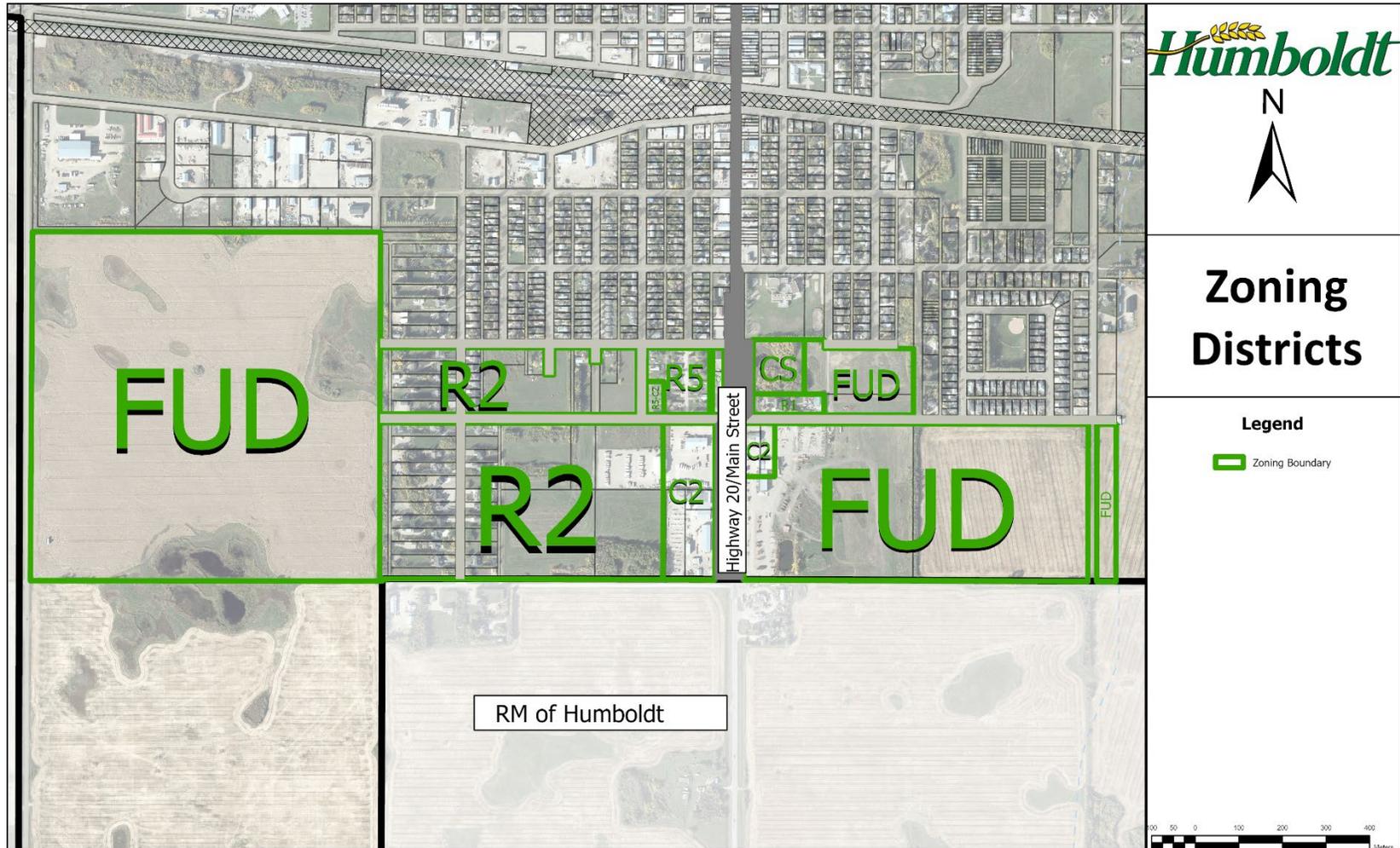


Figure 2 – Zoning Districts

Figure 3 – Existing Land Use

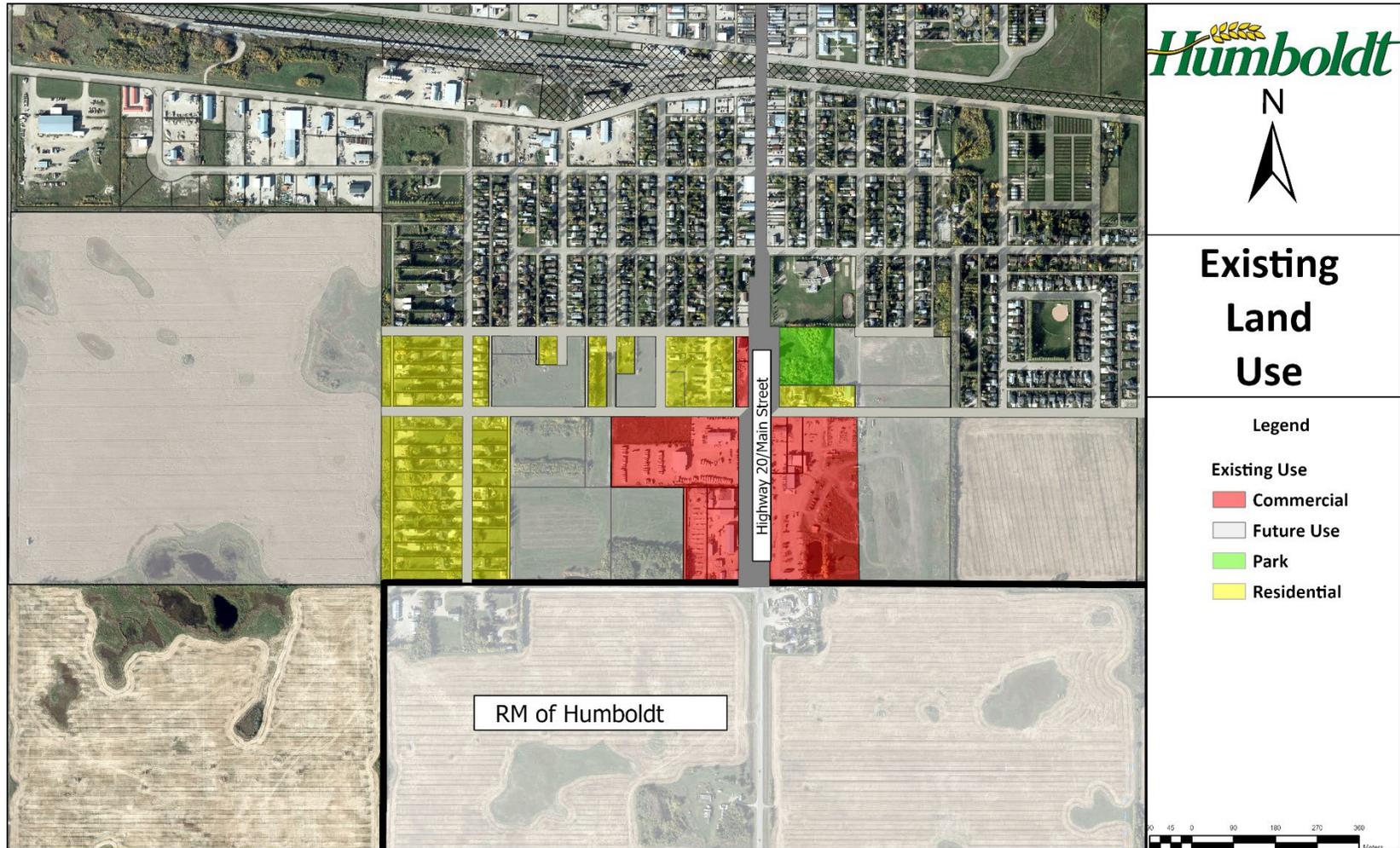


Figure 3 - Existing Land Use

Figure 4 – Topography

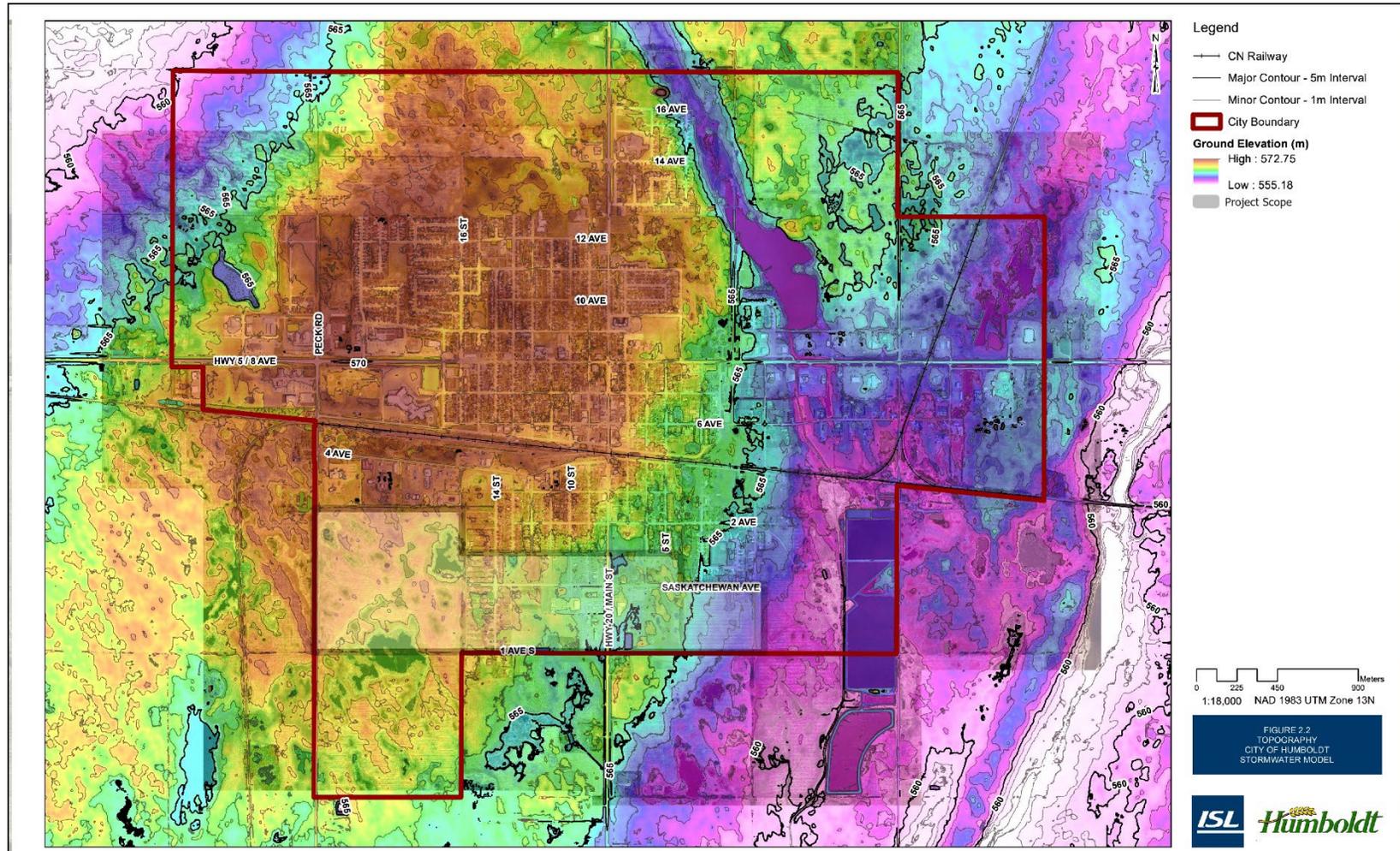


Figure 4 - Topography - Source: ISL Engineering and Land Services Ltd., City-wide Heavy Rainfall Stormwater Modelling Assessment, 2022 (edited to suit specific needs)

Figure 5 – Development Concept

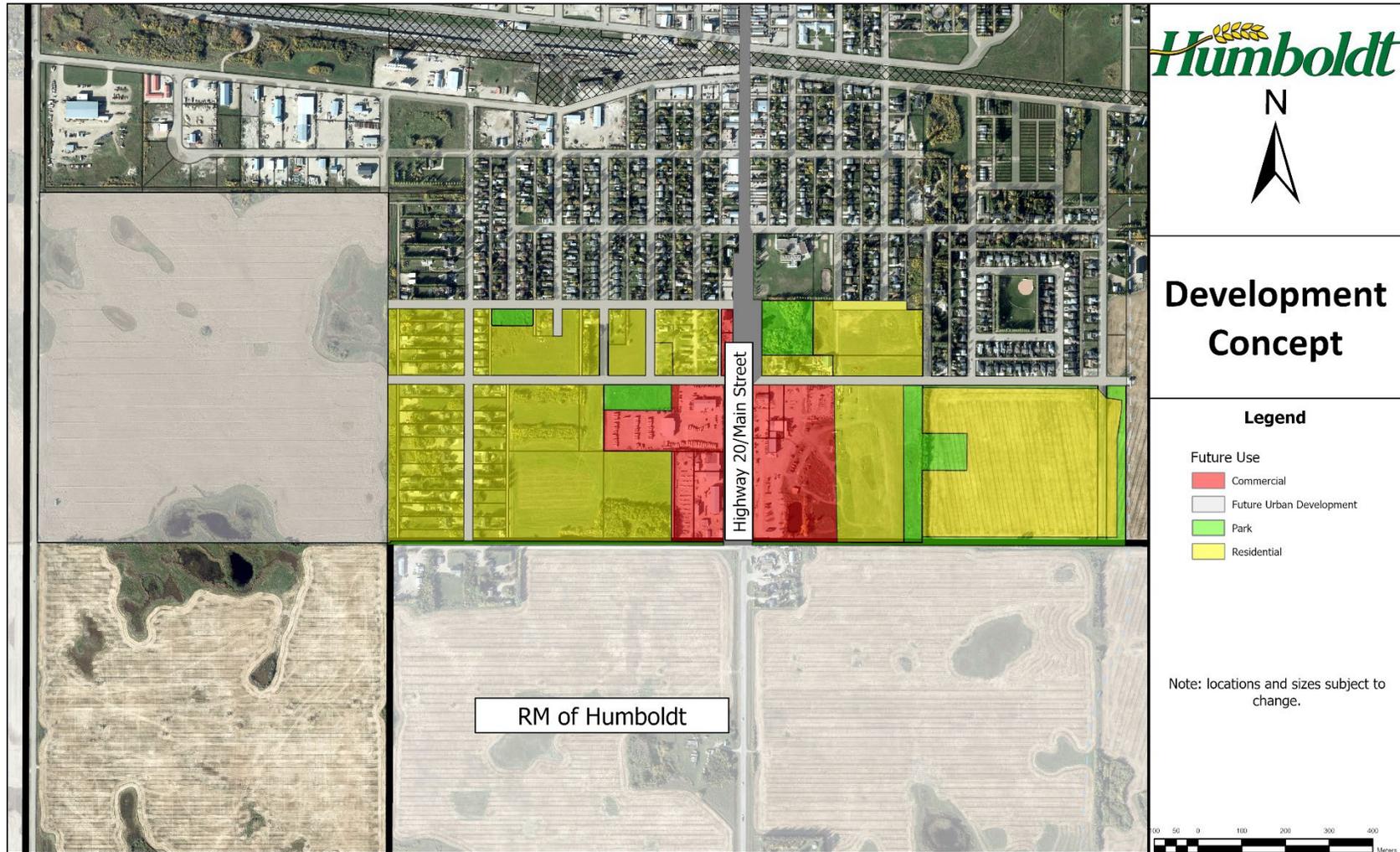


Figure 5 - Development Concept

Figure 6 – Storm Water Management

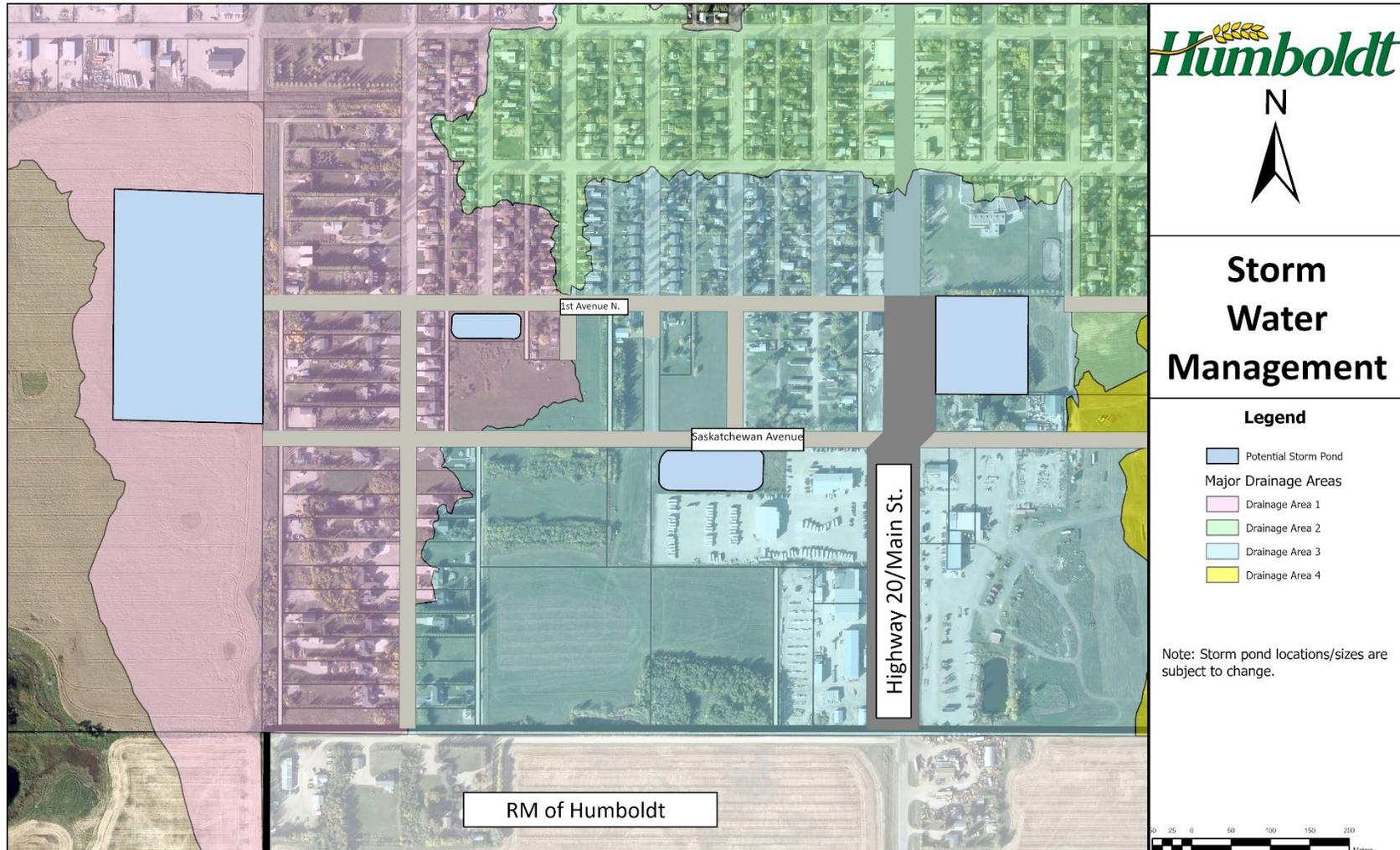


Figure 6 - Storm Water Management



CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to Boards and Committees
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 28, 2025

RECOMMENDATION

That the following Council appointments be made for the remainder of 2025:

- Reid-Thompson Public Library Board: Councillor Karen Siermachesky
- Wapiti Regional Library Board: Councillor Karen Siermachesky
- Humboldt District Hospital Foundation: Councillor Roger Korte
- Humboldt Golf Club: Councillor Larry Jorgenson, Director of Leisure Services
Michael Ulriksen.

BACKGROUND

Council appoints members of Council and the public to various City boards and committees to ensure the City's objectives are integrated into various community initiatives and that there is strong oversight and communication between different arms of local administration and community organizations.

CURRENT SITUATION

Councillor Siermachesky, who has served as an alternate on both the Reid-Thompson Library Board and the Wapiti Regional Library, has expressed interest in being appointed as the Council representative to these boards.

Due to a past administrative oversight, Councillor Korte's appointment to the Humboldt District Hospital Foundation was not formally recorded by the City. However, the Foundation's Executive Director has confirmed that Councillor Korte was indeed appointed in 2021 for a three-year term and has continued to serve on the board. This action rectifies that clerical misunderstanding by officially appointing him as the City's representative.

The Humboldt Golf Club has updated its bylaws to permit the appointment of City representatives at its Annual General Meeting. As a result, the City will now appoint both a Councillor and a member of the administration to the Golf Club's board.



OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Administration will notify each board and committee of the name and contact information of each appointed representative.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The City of Humboldt has authority over several boards and committees which require a resolution for the approval of its appointees.



CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to City Positions
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 28, 2025

RECOMMENDATION

That the following appointments be made to City Positions pursuant to provincial requirements be made for the remainder of 2025;

- I. Business Licensing Inspector and Community Safety Officer – Bruce Ehalt
- II. Building Inspectors from Municode – Amanda Kaufmann
- III. Development Officer – Mike Kwasnica, Director of Protective Services

BACKGROUND

Annually, or as needed, City Council appoints individuals to various City positions. This process adheres to provincial regulations and City policies, with appointments typically lasting one-year terms.

CURRENT SITUATION

The City of Humboldt recently hired an additional employee on reduced hours capable of serving as a Community Safety Officer (CSO). This individual will serve both the local community and be contracted out to other municipalities.

Municode has brought on an additional inspector. Pursuant to Provincial legislation, Council needs to officially appoint this individual as a Building Inspector to conduct inspections within the City.

With the upcoming departure of the Planning Coordinator, Tanner Zimmerman, the City Manager will be left as the sole Development Officer for the City. To prevent service interruptions due to absences, appointing the Director of Protective Services will ensure two individuals are authorized pursuant to the Planning and Development Act to grant specific approvals.

OPTIONS

1. Approve the recommendation.

2. Amend appointments to City positions.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Administration will inform Municode of Amanda Kaufmann's appointment.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action. Using the services of external appointees does come with varying financial implications.

CONCLUSION

To comply with provincial and city guidelines, Council needs to pass a resolution to approve appointments to various City positions.



CITY OF HUMBOLDT BUDGET REPORT

TITLE: Mobility Van Operations
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 28, 2025

RECOMMENDATION

That the City of Humboldt approve the sole source procurement of Mobility Van operations to J & D Courier Services for a contracted cost of \$5,000 per month, with an additional fee of \$925 per month for the sharing of storage costs, for a term of one year.

BACKGROUND

The City of Humboldt currently provides the Mobility Van service to offer accessible public transportation for residents within Humboldt who are unable to utilize conventional transportation methods. This service operates Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Since 2020, the City has contracted out the operation of the Mobility Van service to Direct Drive Taxi/Dave Wanhella. This contractual agreement is set to expire on August 31, 2025, and the current contractor has informed the City of their intention not to renew.

CURRENT SITUATION

Maintaining a seamless transition for the essential Mobility Van service is paramount. With the current contract expiring on August 31, 2025, a timely and effective solution is required to ensure uninterrupted service for our vulnerable residents.

Issuing a full public tender or Request for Proposal (RFP) for Mobility Van operations at this stage presents several challenges and risks:

- **Future Expansion of the Operations:** A full competitive procurement process should outline a clear expectation of the services to potential bidders for them to fairly evaluate the scope of the services. While the City of Humboldt is reviewing the expansion to the second van and how the program will develop, it may not be beneficial to proceed to a public procurement process now and would be in the City's best interest to do so once the full scope of the future operations is defined.

- **Specialized Needs:** The Mobility Van service requires a provider with specific capabilities, including trained drivers for accessible transportation, appropriate vehicle handling, and a commitment to customer service for individuals with diverse mobility needs. J & D Courier Services employs school bus drivers who in their profession are required to obtain Vulnerable Sector Checks and Drivers Abstracts.
- **Operational Continuity:** J & D Courier Services is developing a presence in Humboldt, with existing capabilities of reliable transportation services with drivers that meet the specification for the Mobility Van operations. This provides a high degree of confidence in their ability to quickly and effectively assume operations with minimal disruption. Their familiarity with local routes and their compliment of drivers is a significant asset.

Sole sourcing to J & D Courier Services offers:

- **Immediate Readiness:** J & D Courier Services is prepared to take over operations without significant lead time, ensuring service continuity for residents.
- **Cost Predictability:** The proposed fixed monthly cost of \$5,000 for operations and \$925 for storage sharing provides budget certainty for the City, reducing the variable costs associated with internal operations or potentially fluctuating tender responses.
- **Reduced Administrative Burden:** Outsourcing operations to a private entity offload the administrative responsibilities of vehicle maintenance, driver management, scheduling, and compliance from City staff.
- **Unique Storage Solution:** The offer to share storage costs indicates J & D Courier Services has suitable, heated facilities to accommodate the mobility van, which is a tangible benefit not typically included in standard operational bids and can save the City from incurring separate storage expenses.
- **Local Economic Support:** Partnering with a local Humboldt business aligns with the City's commitment to supporting the local economy.

The responsibilities of the contracted service would include:

- Providing door-to-door transportation for service users.
- Maintaining detailed records of van usage.
- Collecting passenger fares and remitting them to the City.
- Preparing and submitting monthly operational reports to the City.
- Ensuring the general upkeep and cleanliness of the van.
- Ensuring all contracted drivers maintain clean driver's abstracts and provide satisfactory vulnerable sector checks.
- Coordinating routine vehicle maintenance and minor repairs (excluding major capital repairs or replacements which remain the City's responsibility).

OPTIONS

- Option 1: Accept the recommendation as presented.
- Option 2: Reject the recommendation and proceed with a competitive procurement process (e.g., RFP).

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

The proposed contracted cost with J & D Courier Services is \$5,000 per month for operational services and an additional \$925 per month for the sharing of storage costs. This equates to a total annual contracted cost of \$71,100 (\$5,925 x 12 months). This represents an increase in annual expenditure of approximately \$13,200.

However, this consolidated cost provides predictability and transfers operational complexities to a specialized contractor, ensuring service continuity and potentially reducing unforeseen administrative burdens and maintenance costs.

CONCLUSION

The Mobility Van operations provide an essential transportation option for residents within the City of Humboldt. Given the imminent expiration of the current contract and the need for seamless service continuity, sole sourcing the operations to J & D Courier Services offers the most efficient, reliable, and fiscally responsible solution at this time. This approach ensures continued, high-quality service for our community while providing the City with predictable costs and reduced administrative oversight.



CITY OF HUMBOLDT REPORT

TITLE: Downtown Revitalization Tax Exemption Policy 4215 Revision
PREPARED BY: Donna Simpson, Assessor
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 28th, 2025

RECOMMENDATION

That policy 4215 be amended to include updates as shown in the attached policy.

BACKGROUND

Policy 4215 known as the Downtown Revitalization Tax Exemption Policy, was initially adopted in 2012, so a few policy refinements are necessary to respond to current economic conditions, optimize program outcomes, and align with the City's strategic planning goals.

CURRENT SITUATION

The Downtown Revitalization Tax Exemption Policy was introduced to stimulate economic activity, increase residential density and support small business growth in the downtown area. Under the policy, property owners undertaking new commercial construction or qualifying renovations in the designated area may receive a municipal property tax exemption for up to 5 years.

Section 3.8 of the Policy incorrectly stated that the increase in the value of the renovation was the value used to calculate the length of the exemption. This was confusing to some of the recipients of the exemption because elsewhere in the policy it was stated that the value used was the increase in the assessed value. Changing the wording will eliminate that confusion in the future.

OPTIONS

- Support the recommendation to accept the changes made to policy 4215.
- Provide alternative direction to Administration.
- Refer this matter to Administration for further consideration.



COMMUNICATION AND ENGAGEMENT

N/A

ATTACHMENTS

1. Policy 4215 Downtown Revitalization Tax Exemption Policy 4215 – Proposed Revisions.

FINANCIAL IMPLICATION

Approving the proposed changes will have no financial impact, it will just eliminate any confusion in how the exemption is calculated.

CONCLUSION

The recommendation will ensure that there is no confusion in regards to the value used to calculate the amount and length of the exemption.

Policy Title Humboldt Downtown Revitalization Tax Exemption Policy		Adopted By Council	Policy Number 4215	
Origin/Authority Administration	Jurisdiction City of Humboldt		Effective Date	Page
Reviewed By Corporate Services			January 1, 2012 Amended May 22/18, Amended July 28, 2025	1 of 3

1.0 Purpose:

The purpose of this policy is to establish a revitalization tax exemption program for commercial property in a specified area of the City of Humboldt's city centre for the purposes and objectives of, including but not limited to, strengthening the viability of existing businesses, stimulating and encouraging new private investment, encouraging higher density rental residential development, improving the image and attractiveness of the revitalization area, and better utilizing City infrastructure.

2.0 Definitions:

In this Policy:

- 2.1 **"Agreement"** means a revitalization tax exemption agreement between the owner of a Parcel and the City, substantially in the form and with the content of the Agreement attached as Schedule "B".
- 2.2 **"City"** means the City of Humboldt.
- 2.3 **"Council"** means the Council of the City of Humboldt.
- 2.4 **"New Construction"** means any construction for which a building permit has been issued by the City of Humboldt after January 1, 2012, that results in an increase in taxable assessment for the improvement of the property.
- 2.5 **"Parcel"** means a legal parcel within the revitalization area upon which the owner of the Parcel proposes a Project.
- 2.6 **"Project"** means a revitalization project on a Parcel involving the construction of a new improvement or alteration of an existing improvement, which meets the requirements of this policy.
- 2.7 **"Revitalization Area"** means the area outlined on Schedule "A".
- 2.8 **"Tax Exemption"** means a revitalization tax exemption provided under this policy.

Policy Title Humboldt Downtown Revitalization Tax Exemption Policy		Adopted By Council	Policy Number 4215	
Origin/Authority Administration	Jurisdiction City of Humboldt		Effective Date January 1, 2012	Page 2 of 3
Reviewed By Corporate Services				

3.0 Policy:

- 3.1 Authority for this policy is under Sections 262 and 263 of *The Cities Act*.
- 3.2 To be eligible for this exemption, the building permit must be issued by the City of Humboldt after January 1, 2012.
- 3.3 The issuance of the building permit must follow the criteria set by the City of Humboldt and satisfy all requirements as they may be from time to time.
- 3.4 The tax exemption will only be granted on new construction or renovations and only on existing improvements, the land itself is still subject to taxation.
- 3.5 The terms and conditions upon which a Tax Exemption may be issued are set out in this policy.
- 3.6 In order for a Project to be considered for a Tax Exemption, the following requirements must be met:
 - a) For a Project involving the construction of a new improvement or the alteration of an existing improvement, the land use classification for the completed Project must be one of the uses permitted in the C1 – *Commercial Core* district, as set out in the City of Humboldt Zoning Bylaw No. 04.2016, as amended, and must be consistent with the future land use designation for the Parcel, as set out in the City of Humboldt’s Official Community Plan Bylaw No. 03-2016, as amended.
- 3.7 The maximum term of the Tax Exemption for a project involving a new improvement shall be five (5) years. The amount of the Tax Exemption shall be 100% for all five years of the Increased Assessed Value and not the land assessment.
- 3.8 The term of Tax Exemptions for the alteration of an existing improvement shall be determined using the Increased Assessed Value and not the land assessment and be subject to the following sliding scale:

Increase in Assessed Renovation Value:	Term for 100% Abatement:
0 - \$24,999	One (1) years
\$25,000 – \$49,999	Two (2) years
\$50,000 – \$74,999	Three (3) years
\$75,000 – \$99,999	Four (4) years
\$100,000 or more	Five (5) years

Policy Title Humboldt Downtown Revitalization Tax Exemption Policy		Adopted By Council	Policy Number 4215	
Origin/Authority City Manager	Jurisdiction City of Humboldt		Effective Date January 1, 2012	Page 3 of 3
Reviewed By Administration Committee				

3.9 If the owner of a Parcel wishes to enter into an Agreement for a Tax Exemption under this policy, the owner must apply to the City in writing. The City will confirm eligibility for the tax exemption and ~~must provide the value of the Project~~, by one or more of the following:

- (i) the building permit application process; or
- (ii) the development permit application process; or
- ~~(iii) a certificate from the owner's design professional in a form satisfactory to the Director of Planning and Engineering Services.~~

3.10 A Tax Exemption issued under this policy does not relieve an owner from paying any applicable education taxes or applicable levies.

3.11 The Tax Exemption may be cancelled by the City, in its discretion, in one or more of the following circumstances:

- a) on the request of the owner;
- b) if any of the conditions in the Agreement are not met; or
- c) if the owner has allowed the property taxes to go into arrears or to become delinquent.

3.12 If the Tax Exemption is cancelled by the City, the owner of the Parcel for which the Tax Exemption was issued must remit to the City an amount equal to the value of any Tax Exemption received after the date of cancellation.

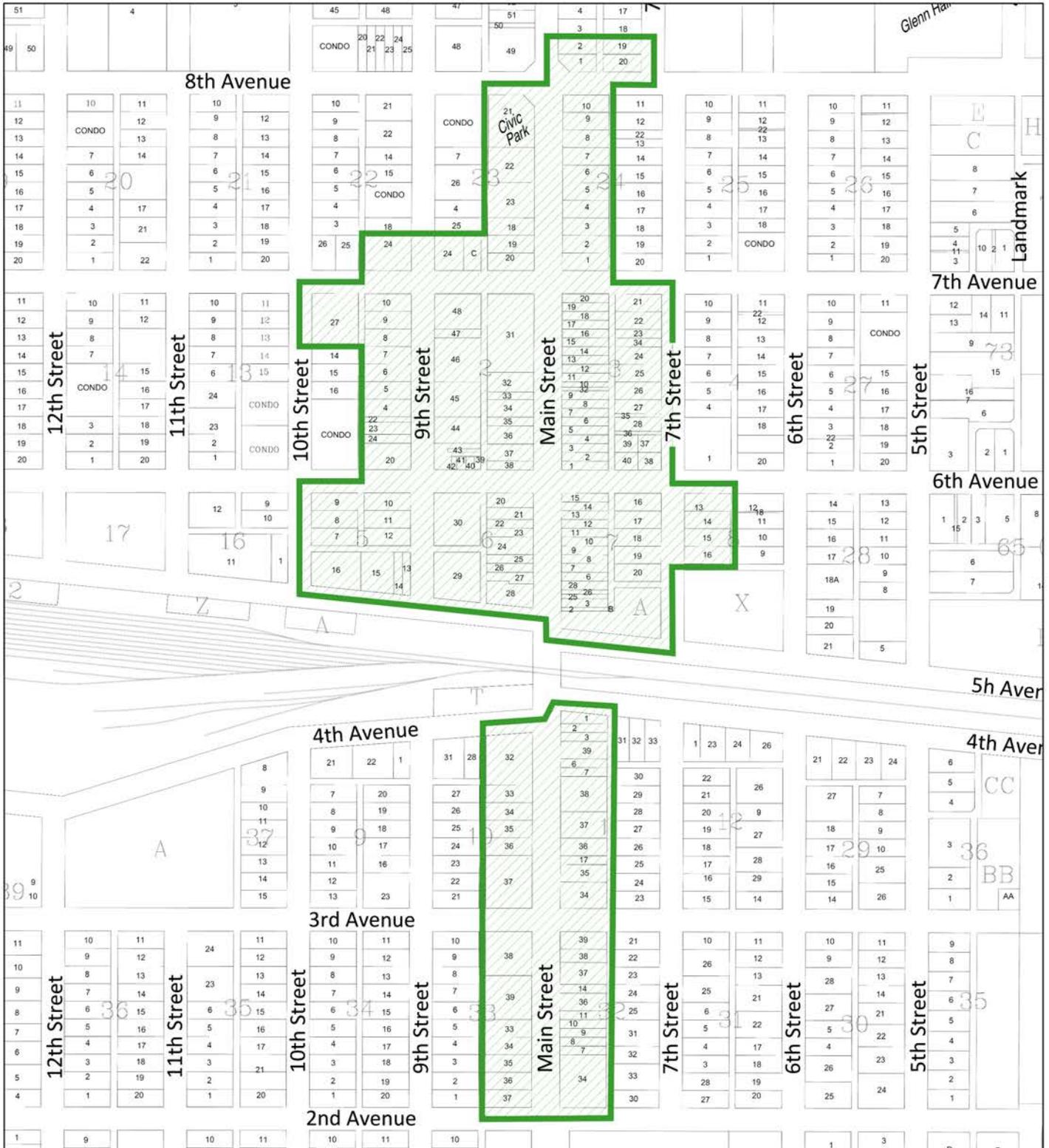
4.0 Procedure:

4.1 Applicants must complete a City of Humboldt ***“Application for Tax Exemption Incentive”*** in the prescribed form.

4.2 Upon receipt of application and approval by the City the applicant shall sign a ***“Tax Assessment Exemption Agreement - Humboldt Downtown Revitalization Program”***.

4.3 The tax assessment exemption starts from January 1st of the year the assessment change is applied to the property.

Schedule A: Exemption Area



DRAWN BY: ASA
DATE: 2018/05/22

SCHEDULE 'A'

Exemption Area



Map Disclaimer: The City of Humboldt makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information and data contained herein. This drawing is provided for informational purposes only and should not be used for legal, engineering, surveying, or planning purposes. Recipient is required to have all site-information confirmed by a licensed engineer, architect, surveyor, or planner entitled to practice within the Province of Saskatchewan prior to final design and construction. The information provided has been gathered from a number of sources which occasionally prove to be incorrect, incomplete, or out-of-date; thus its accuracy is not warranted or guaranteed, and conclusions drawn or decisions made from such information are the sole responsibility of the user. The City of Humboldt, its agents, employees, and/or contractors shall not be held responsible for any damages or losses arising whatsoever from any errors, omissions, or inaccuracies contained herein, or from the use or misuse of the information and data contained in this drawing.

Application for Humboldt Downtown Revitalization Tax Exemption

All City of Humboldt tax incentive programs are designed to encourage the development of properties in the City by giving property tax assessment exemptions on the improvement portion of the applicable property assessment on new and renovation development.

Conditions of Eligibility for the Tax Assessment Exemption

1. Development whose building permit was issued after January 1, 2012 are eligible for the property tax assessment exemption on the new improvement portion of the property assessment.
2. Land assessment remains taxable.
3. A new owner of a property that has a tax assessment exemption agreement in place shall be eligible to continue the tax assessment exemption as long as the agreement is still current. (i.e. the tax assessment exemption is within the eligible time period.)
4. There are no outstanding taxes owing on the property or utility charges owing by the occupant.

Full Name of Applicant _____

Civic Address _____

Postal Code _____

Phone: (Res.) _____

(Bus.) _____

Lot(s): _____
Legal Description of Property

Block: _____

Plan: _____

Date of Issue of Building Permit _____

Permit Date of Occupancy _____

Was a building demolished before the new development was constructed? Yes _____ No _____

Date of Demolition

I / We, the undersigned, understand the conditions of eligibility outlined above and would like to apply for a conditional tax assessment exemption under the applicable tax incentive program.

Applicant

Date

For Office Use Only:

Approved: () Denied: ()

Date: _____ City Representative: _____

SCHEDULE B
TAX ASSESSMENT EXEMPTION AGREEMENT
HUMBOLDT DOWNTOWN REVITALIZATION PROGRAM

Between:

The CITY OF HUMBOLDT
Hereinafter called " the City "

And

Owners
(Hereinafter called "the Owners")

WHEREAS the City has developed a Humboldt Downtown Revitalization Tax Exemption Program that provides for property tax assessment exemptions on certain properties in the City under certain condition;

AND WHEREAS the Owners have met the requirements to obtain a property tax assessment exemption on all or a portion of the improvements on their property;

NOW THEREFORE the City and owner covenant and agree:

1.0 The property eligible for the property assessment tax exemption is

Lot:
Block:
Plan:
(Hereinafter called "the Lands")

2.0 Pursuant to the City's "Humboldt Downtown Revitalization Program" and pursuant to Section 262 (4) 263 (5) of the *Cities Act* and subject to the terms of this agreement the City grants an exemption from assessment in the amount of _____, for a period of _____ () years commencing on _____ and concluding on _____.

3.0 The exemption from assessment granted pursuant to this agreement does not include land assessment, local improvement levies, utility charges, development fees or other such charges or fees properly imposed by the City or any other taxing authority.

4.0 The scope of the tax assessment exemption, including the calculation of any percentage or proportion and the determination of any cost, shall be conclusively determined by the City Assessor.

5.0 The Owner shall promptly provide the City with any information or documents requested by the City Assessor to complete and check the assessment of the Lands and improvements thereon.

6.0 This agreement may be assigned to a new owner-occupant of the Lands who satisfies the criteria established for the tax assessment exemption., ~~provided that the Owners provide written notice to the City within thirty (30) days of the transfer of the title of the Lands.~~

7.0 The tax assessment exemption shall continue only so long as:

- a) The improvements on the Lands conform to all civic and provincial laws governing the construction and use of the improvements, including any zoning bylaws and *The Uniform Building and Accessibility Standards Act*.
- b) There are no tax arrears on the Lands.
- c) There are no outstanding utility charges owing on the property.

IN WITNESS whereof, the parties hereto have executed this agreement on the date first written above.

CITY OF HUMBOLDT

Assessor

City Clerk

OWNERS

Co-owner

Co-owner

CITY OF HUMBOLDT REPORT

TITLE: Community Economic Development Initiative (CEDI) Update
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
DATE: July 28, 2025

RECOMMENDATION

That the Mayor and Council support the participation in First Nation-Municipal Community Economic Development Initiative (CEDI) from the date of this Council Resolution until March 2027.

BACKGROUND

In about May of 2024 the City of Humboldt and the George Gordon First Nation (GGFN) initially became involved in setting up a relationship through the CEDI program. The program intends to improve intergovernmental relations between municipalities and First Nation communities.

On June 4, 2025, a number of elected officials from GGFN and the City, along with Administration from the two organizations met for the first in-person workshop. There was an overall sense of progress and optimism after that first workshop. There will be further workshops and meetings over the next 18-months or so.

CURRENT SITUATION

The commitment of resources in collaboration with the George Gordon First Nation includes:

- a) Elected and staff Working Group champions meet monthly with the George Gordon First Nation Working Group champions as a joint Working Group throughout the CEDI process.
- b) Coordinate a contingency plan for the CEDI Working Group champions should a designated person leave their position prior to March 2027.
- c) Organize and participate in four or five 1-1.5-day joint workshops; ensuring there is representation of the elected officials, senior administration, economic development and land management/planning staff from each community at each workshop.
- d) Organize ongoing community engagement to keep the community informed about CEDI program participation, partnership with George Gordon First Nation and joint community economic development initiatives (may include agenda items at meetings, reports in local media, community announcements, etc.)
- e) Agree to maintain communication with CEDI staff and to assist with coordinating the logistics of community visits, strategic meetings and workshops, as appropriate.

- f) Provide in-kind and financial resources required to hold the meetings (such as mileage to and from venue, in-kind meeting space, and catering expenses above and beyond what can be reimbursed through the CEDI program).
- g) Provide additional staff time and support as required by the joint Working Group.
- h) Actively participate in the planning for and management of the jointly accessed Capacity Building Grant.

OPTIONS

- Proceed as recommended
- Direct administration to proceed differently

ATTACHMENTS

- None

COMMUNICATION AND ENGAGEMENT

Council's resolution will be shared with the George Gordon First Nation and the CEDI program staff to facilitate the development of a joint media release about this new partnership.

FINANCIAL IMPLICATIONS

There are only minimal financial implications from continuing to be involved in this initiative. The working group meetings are held online, and all travel costs for in-person meetings are covered by the CEDI program. Costs of staff time and any applicable City Councilor remuneration is being borne by the City of Humboldt.

CONCLUSION

Based upon the ideas generated and the optimism following workshop #1, there is a great opportunity for both communities to learn more about each other and to develop new relationships and foster economic development.

CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Construction Trade – Unit 6, 520 9th Street
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Regular Council
DATE: July 28, 2025

RECOMMENDATION

That a discretionary use be approved to operate a Construction Trade at Unit 6, 520 9th Street, legally described as Lot 30 – Block 6 – Plan 99H01872, with the condition that no activities be undertaken that will create excessive noise, glare, dust, or odours.

BACKGROUND

The City has received a discretionary use application to operate a Construction Trade at Unit 6, 520 9th Street, legally described as Lot 30 – Block 6 – Plan 99H01872 by Wee Dig Its (“the applicant”).

“**Construction Trades:** offices, shops and warehouses, with or without associated retail sales of plumbing and heating, electrical, carpentry, masonry and other trades associated with construction.”

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.

Section 56 (3) (b) of *The Planning & Development Act, 2007* (“*The Act*”) enables a City Council to prescribe conditions to a discretionary use so long as the conditions are made with respect to:

- (i) The nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings;
- (ii) The accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading;
- (iii) **The safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour;** or
- (iv) Any treatment given, as determined by council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail.

CURRENT SITUATION

The property is located in a C1 – Core Mixed Use Commercial District which is intended to provide an area that permits commercial uses in the City Centre at a scale that will serve the daily needs of the residents of the City.

Wee Dig Its is a local landscaping company that has been operating as a home-based business for multiple years. The business has outgrown its current location. Wee Dig Its has informed City Administration that the unit will only be used as storage of equipment.

The areas of concern for this development are the movements of larger equipment and that some activities, such as crushing gravel, could occur. Wee Dig Its has informed City Administration that they will not be utilizing large construction vehicles. The equipment

used is typically the size of a bobcat. Additionally, Wee Dig Its has informed Administration that they will not be crushing gravel in the proposed downtown location.

Neighbouring uses include a department store, law offices, and a variety of other commercial uses to the north. The south and west of the property are primarily empty lots or unused buildings. The block transitions into an C2 – Medium Density Commercial District to the west.

Additionally, the Humboldt Fire Department and Public Works were asked to provide comments on the application. The general comment is that the proposed use does not directly injuriously affect the neighbourhood, however, this use would be better suited in an industrial area.

City Administration is recommending that, if Council chooses to approve the Discretionary Use application, a condition should be set that prohibits any activities that will create excess noise, glare, odours, or dust, pursuant to Section 3 (b) (iii) of *The Act*.

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. Photos of surrounding area.

COMMUNICATION AND ENGAGEMENT

In the lead up to the proposed public hearing, 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 City of Humboldt has received an application to operate a Construction Trade at Unit 6, 520 9th Street. The application comes from a landscaping company that uses smaller vehicles such as bobcats. The location is expected to only be used as storage, but Administration recommends setting a condition that will ensure no additional activities occur.

Attachment A



FORM "D"

Planning & Development
715 Main Street, Humboldt, SK, S0K 2A0
t. 306.682.2525 x304

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 UNIT #6-520-9TH ST	Legal Land Description (optional)	
	Zoning District C1	Lot	Block
DEVELOPMENT INFORMATION	Description of Existing Land Use and Buildings Office - Old Body Shop		
	Description of Proposed Development Construction Trades - Office and equipment		
Reasons to support the Discretionary Use Application (use additional pages if necessary) Building is not changing. Provides a place to keep equipment as business has outgrown current home. The central location means the equipment does not have to be hauled. More user friendly location.			

SECTION B: CONTACT INFORMATION

APPLICANT	Contact Name MEVEL-JEAN RAAB	Company Name (if applicable) WEE-DIG-ITS LANDSCAPES	
	Address 722-12 ST	City Humboldt	Province SASK
	Phone Number(s) Main: 320 0320 Other: — Fax: —	E-mail Address (Required) WEE.DIG.IT.2@GMAIL.COM	
Applicant's Interest in the Property: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Tenant <input type="checkbox"/> Option to Buy <input type="checkbox"/> Other: —			
PROPERTY OWNER	Owner Name or Same as Applicant <input type="checkbox"/> Sharon Maerwein	Company Name (if applicable) 10125715 Sask Ltd.	
	Address	City	Province
	Phone Number(s) Main: 505-392-2525 Other: — Fax: —	E-mail Address (Required) info@wppmanagement.com	

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 checked="" type="checkbox"/>

SECTION D: DECLARATION OF THE APPLICANT

I, Mevel-Jean Raab 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.

June 17/25
DATE


APPLICANT SIGNATURE

Attachment B





CITY OF HUMBOLDT REPORT

TITLE: 101st St Listing Price for new lots
PREPARED BY: Jarrett Delbridge, Manager of Development and Marketing
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: July 28, 2025

RECOMMENDATION

That the proposed table of “List Prices” for the 11 lots on the east side of 101st Street be approved.

BACKGROUND

The City of Humboldt has recently created 11 new residential lots on the East side of 101st Street to be sold to the public / private building contractors. The purpose for the creation of the lots is to meet the demand of Humboldt’s growing population.

CURRENT SITUATION

The City is currently looking into the servicing costs of said lots, but the City can premarket the lots to be sold so that when the servicing of lots is completed the house construction process can begin shortly thereafter.

In recommending the List Prices for the 11 lots in question, Administration considered the following:

- Price of lots being sold by Westwood Developments
- Price of lots being sold by Northridge Developments
- Estimated cost of development for new lots (specifically the City-owned land south of Saskatchewan Avenue)

Adjustments and Considerations: additional considerations were made for a more accurate representation of the value of our lots due to surface differences between the 101st Street development and other developments. The considerations included:

- View
- Proximity to Schools
- Lot Depth / lot shape
- Proximity to Developed Parks

- Proximity to old lagoons
- Proximity to retail commercial

Administration is therefore basing its recommended List Prices presented on the attached Table of list prices

OPTIONS

1. Support the attached price table.
2. Instruct Administration to amend the listing price prior to proceeding to the next steps of marketing

ATTACHMENTS

- Survey of lots on 101st street lots
- Table of List Prices

COMMUNICATION AND ENGAGEMENT

We will need to advertise our new lots through our usual marketing channels, as well we have a list of builders waiting for pricing to be released so they can place a deposit on the lots while we connect utilities to the new lots.

FINANCIAL IMPLICATION

The total sum of the sales of all 11 of the 101st street lots equals: \$1,294,000.00.

There will be some upcoming costs related to completing the servicing for the 101st Street lots, however those costs are anticipated to be less than \$25,000 per lot (approximately \$275,000)

Land development is an isolated effort from the rest of the City's operations. Any expenses incurred as a result of the actions outlined within this report will not be paid for with tax revenues. Similarly, any revenues received from those same actions shall be reserved for future land development and should not influence future levels of taxation.

CONCLUSION

Administration is hoping to move quickly to prepare marketing materials releasing pricing to the public so we can begin to sell the subject lots. Receiving City Council approval of the attached report will enable Administration to move to the next steps in marketing these lots.



PLAN OF PROPOSED SUBDIVISION

OF ALL OF
PARCEL CC & DD - PLAN 101876452
S.W. ¼ SEC.17-TWP.37-RGE.4-W.3Mer.
CITY OF HUMBOLDT, SK

SCALE 1:1000

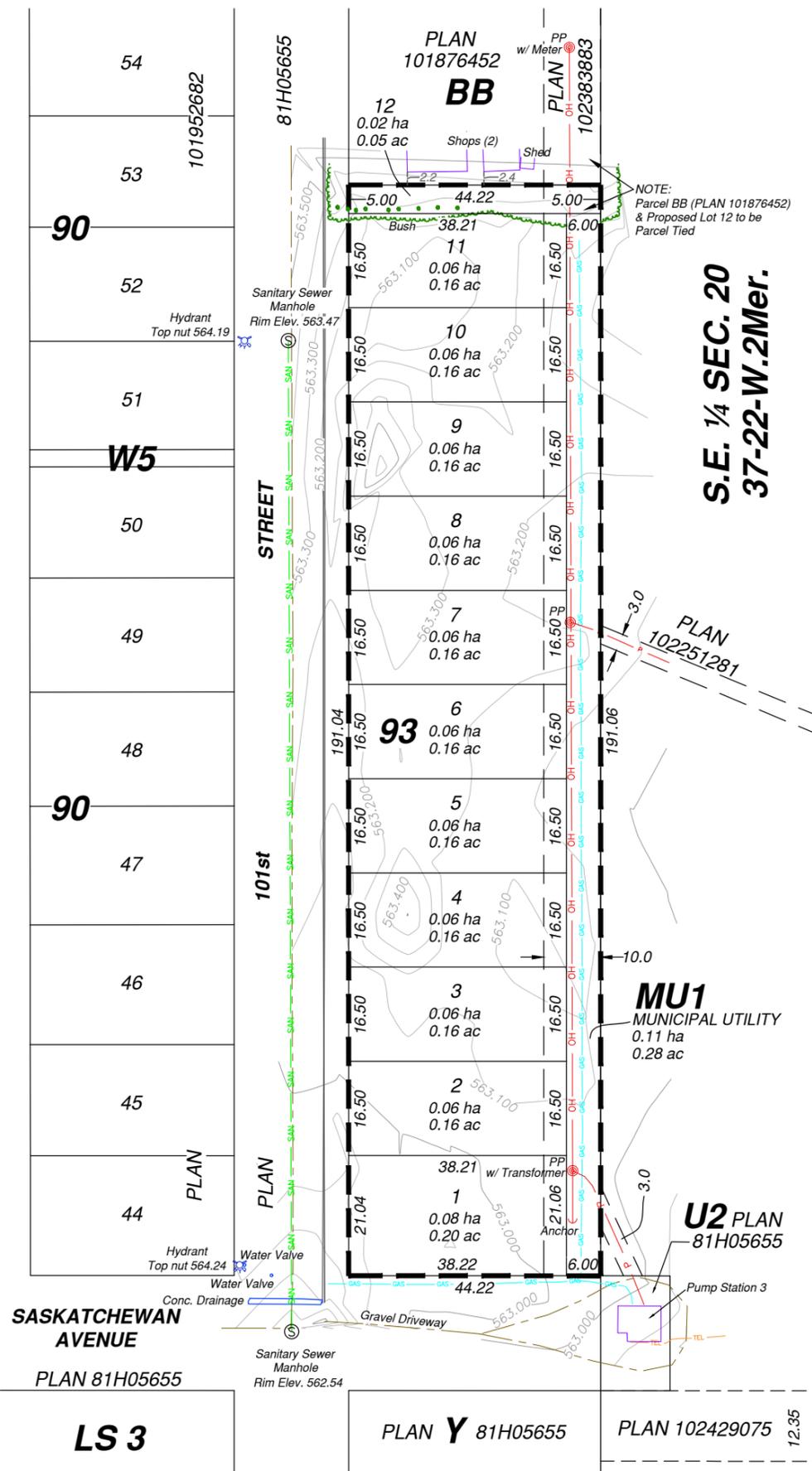
NOTES

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

LEGEND					
	SAN	Sanitary Sewer Line		OH	Overhead Power Cable
		Centerline of Road		GAS	Buried Gas Line
		Edge of Asphalt Road		TEL	Buried Telephone Line
		Back of Sidewalk		P	Buried Power Cable
		Contourline			

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

No.	REVISIONS	DATE	DR.	CH.
0	Preliminary Plan	April 9, 2025	AB	DLC
FILE: SA251727		DWG.: SA251727DEV		



S.E. ¼ SEC. 20
37-22-W.2Mer.

Planning Authority Approval

Daniel L. Codling
 Saskatchewan Land Surveyor

LS 3

PLAN **Y** 81H05655

PLAN 102429075

List Price 101st Street		
Lot#	SQFT	Value
1	8712	\$ 144,000.00
2	6785	\$ 115,000.00
3	6785	\$ 115,000.00
4	6785	\$ 115,000.00
5	6785	\$ 115,000.00
6	6785	\$ 115,000.00
7	6785	\$ 115,000.00
8	6785	\$ 115,000.00
9	6785	\$ 115,000.00
10	6785	\$ 115,000.00
11	6785	\$ 115,000.00