



City of Humboldt
August 25, 2025 - Regular Council Meeting - 05:30 PM

- 1 **Call To Order**
- 2 **Land Acknowledgement**
- 3 **Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 **Public Acknowledgement**
- 5 **Public Hearing - Discretionary Use Application**
 - 5.1 Suspend Council Meeting
 - 5.2 Recommendation - City Controller - Public Hearing - Educational Institute
 - 📎 Report - Public Hearing - Educational Institute
 - 5.3 Resume Meeting
- 6 **Approve Minutes**
 - 6.1 Regular Meeting of Council held July 28, 2025
 - 📎 Minutes of the Regular Meeting of Council held July 28, 2025
 - 6.2 Special Meeting of Council held August 11, 2025
 - 📎 Minutes of the Special Meeting of Council held August 11, 2025
- 7 **Delegations**
 - 7.1 Audrey Dore - Ministry of Corrections, Policing and Public Safety
- 8 **Correspondence**
 - 8.1 Items Received for Information Only
 - 📎 Central Area Transportation Planning Committee Meeting Minutes dated April 23, 2025
- 9 **Committee Reports**
 - 9.2 Executive Committee Meeting held August 11th, 2025
 - 📎 Minutes of the Executive Committee Meeting held August 11th, 2025
- 10 **New Business**
 - 10.1 Proclamation - Rail Safety Week
 - 📎 Proclamation - Rail Safety Week
 - 10.2 Recommendation - City Controller - On-Demand Scheduling Platform - Transit Services
 - 📎 Report - On-Demand Scheduling Platform - Transit Services
 - 10.3 Recommendation - Community Development Coordinator - Discretionary Use - Educational Institution - 10225 8th Ave

- 10.4  Report - Discretionary Use - Educational Institution - 10225 8th Ave
Recommendation - Manager of Development & Marketing - 101st St Lot Draw
- 10.5  Report - 101st St Lot Draw
Recommendation - Manager of Development & Marketing - 101st St Architectural Controls
- 10.6  Report - 101st St Architectural Controls
Recommendation - Finance Manager - Natural Gas Contract Authorization
- 10.7  Report - Natural Gas Contract Authorization
Recommendation - Director of Public Works - Wastewater Treatment System Construction Update
- 10.8  Report - Wastewater Treatment System Construction Update
Recommendation - Director of Protective Services - Approval for Addition of Fire Department Utility Vehicle and Sole Source Purchase of Second CSO/Bylaw Vehicle
- 10.9  Report - Approval for Addition of Fire Department Utility Vehicle and Sole Source Purchase of Second CSO/Bylaw Vehicle 1
Recommendation - Director of Cultural Services - Humboldt Museum Repairs Tender
- 10.9  Report - Humboldt Museum Repairs Tender
- 11 **Enquiries**
- 12 **Committee of the Whole**
- 13 **Adjourn**



CITY OF HUMBOLDT REPORT

TITLE: Public Hearing – Discretionary Use – Educational Institution
(10225 8th Ave.)

PREPARED BY: Jace Porten, Interim City Clerk

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: August 25, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

Pursuant to Section 55 of the Planning and Development Act 2007, public notice shall be provided if a discretionary use application is to be considered by City Council. Section 55 stipulates that notice must also be provided to all assessed property within 75 metres of the boundary of the applicant's land. The City's Public Notice Policy #4475 requires that notice of the matter shall be posted ten days prior to the meeting at which Council will consider the matter.

CURRENT SITUATION

The City received a discretionary use application for an Educational Institution at 10225 8th Avenue. Public notice was posted at City Hall and on the City's web site for two weeks prior to the Regular Council meeting on August 25th, 2025, at which Council will consider the matter. Those wishing to submit written comments on this matter must have made their submission to the Interim City Clerk by noon on Thursday, August 21st, 2025 to allow for inclusion in the agenda package.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The Interim City Clerk did not receive any written submissions by the deadline as a part of the public hearing. The Community Development Coordinator did receive one inquiry for clarification.



City of Humboldt

Meeting Minutes

Regular Meeting of Council July 28, 2025 - 05:30 PM

- PRESENT:
- Mayor Rob Muench
 - Councillor Larry Jorgenson
 - Councillor Roger Korte
 - Councillor Sarah McInnis
 - Councillor Dave Rowe
 - Councillor Marilyn Scott
 - Councillor Karen Siermachesky
 - City Manager Joe Day
 - City Controller Jace Porten
 - Director of Protective Services Mike Kwasnica
 - Director of Public Works Peter Bergquist
 - Director of Cultural Services Jennifer Fitzpatrick
 - 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 5:29 p.m.

2 Land Acknowledgement

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

Resolution: 3
2025.236

Adopt Agenda

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Sarah McInnis

That the agenda be adopted as amended to remove 7.1 and include an in camera item 13.6 on the City Hall Basement Renovations.

CARRIED

3.1 Conflict of Interest

Councillor McInnis declared a Conflict of Interest on 7.2 due to her stepfather being a contractor on the project.

Councillor McInnis declared a Conflict of Interest on 13.5 as her spouse is a firefighter.

4 Public Acknowledgement

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Councillor McInnis congratulated Camden Suchan on earning a spot on Team Sask for 16U and 19U Women’s Softball. Councillor McInnis acknowledged Easton Gosselin and Team Saskatchewan for performing well at the Football Canada Cup as well as Stephen Gray who officiated at the tournament held in Nova Scotia from July 12-20.

Councillor McInnis also acknowledged the firefighters who have been going up north to aid in the wildfire situation. Councillor Siermachesky congratulated Councillor Dave Rowe on his retirement from teaching and on winning the 2025 Saskatchewan High School Athletic Association (SHSAA) Service Award for providing outstanding leadership, service, and promotion of athletics in the Horizon School Division.

Councillor Rowe acknowledged Humboldt Motors for being awarded the SGI High Performance Partner Award. Councillor Rowe also extended congratulations to Barrett Smith on being signed with the Regina Thunder Football Team.

Mayor Muench acknowledged the U11 Humboldt Dodgers for hosting the Provincial U11 Baseball Championships. The team not only hosted the event but came out with a gold medal.

Mayor Muench also recognized City of Humboldt staff for their hard work and dedication with the flurry of major events in June and July that included the Summer Sizzler, Living Skies Music Festival, HCI Grad, Canada Day, and the Saskatchewan Sheep Breeders Show.

5 Public Hearing

Resolution:
2025.237

5.1 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 5:39p.m.

CARRIED

Resolution:
2025.238

5.2 Recommendation - City Controller - Public Hearing - Bylaw No. 15/2025 – The South Area Structure Plan

Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution:
2025.239

5.3 Recommendation - City Controller - Public Hearing - Discretionary Use Construction Trade

Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution:
2025.240

5.4 Resume Meeting

Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:42 p.m.

CARRIED

6 Approve Minutes

Resolution: 6.1 **Regular Meeting of Council held June 23, 2025**
 2025.241
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That the Minutes of the Regular Meeting of Council held June 23, 2025 be approved as recorded, and circulated.

CARRIED

7 Delegations

Resolution: 7.1 **Lorena Taquiqui - 512 Main Street Water/Sewer Line Billing**
 2025.242
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Marilyn Scott

That this presentation be accepted for information and filed.

CARRIED

Resolution: 7.1.1 **Further**
 2025.243
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Marilyn Scott

That this matter be referred back to Administration for follow-up.

CARRIED

8 Correspondence

Resolution: 8.1 **Items Received for Information Only**
 2025.244
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That the following correspondence be accepted for information:

1. Central Area Transportation Planning Committee Meeting Minutes dated March 26, 2025

CARRIED

9 Committee Reports

9.1 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Jorgenson presided at 6:10pm.

Resolution: 9.2 **Executive Committee Meeting held July 14, 2025**
 2025.245
Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

That the Minutes of the Executive Committee Meeting held July 14, 2025 be accepted for information.

CARRIED

Resolution: 9.3 **Humboldt & District Museum & Gallery Board Meeting June 13, 2025**
 2025.246
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That the Minutes of the Humboldt & District Museum & Gallery Board Meeting held June 13, 2025 be accepted for information.

CARRIED

10 Bylaws

Resolution: 2025.247 **10.1 Recommendation - Planning Coordinator - Bylaw No. 15/2025 - The South Area Structure Plan**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution: 2025.248 **10.1.1 Bylaw No. 15/2025 - First Reading**
Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

Resolved that Bylaw No. 15/2025, known as the South Area Structure Plan, be introduced and read a first time.

CARRIED

Resolution: 2025.249 **10.1.2 Bylaw No. 15/2025 - Second Reading**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

Resolved that Bylaw No. 15/2025, known as the South Area Structure Plan, be read a second time.

CARRIED

Resolution: 2025.250 **10.1.3 Bylaw No. 15/2025 - Given Three Readings**
Moved By: Councillor Marilyn Scott
Seconded By: Mayor Rob Muench

Resolved that Bylaw No. 15/2025, known as the South Area Structure Plan, be given all three readings at this meeting.

CARRIED UNANIMOUSLY

Resolution: 2025.251 **10.1.4 Bylaw No. 15/2025 - Third Reading**
Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 15/2025, known as the South Area Structure Plan, be read a third time and now be adopted.

CARRIED

10.2 Resume Chair
 Mayor Muench resumed the Chair, the time being 6:16 p.m.

11 New Business

Resolution: 2025.252 **11.1 Recommendation - City Controller - Council Appointment to Boards and Committees**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

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.

CARRIED

- Resolution:** 2025.253 **11.2** **Recommendation - City Controller - Council Appointment to City Positions**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe
- 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
- CARRIED**
- Resolution:** 2025.254 **11.3** **Recommendation - City Controller - Mobility Van Operations**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Roger Korte
- 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.
- CARRIED**
- Resolution:** 2025.255 **11.4** **Recommendation - Assessor - Downtown Revitalization Tax Exemption Policy 4215 Revision**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Marilyn Scott
- That policy 4215 be amended to include updates as shown in the attached policy.
- CARRIED**
- Resolution:** 2025.256 **11.5** **Recommendation - Director of Cultural Services - Community Economic Development Initiative (CEDI) Update**
Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky
- 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.
- CARRIED**
- Resolution:** 2025.257 **11.6** **Recommendation - Planning Coordinator - Discretionary Use - Construction Trade - Unit 6, 520 9th Street**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe
- 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.
- CARRIED**
- Resolution:** 2025.258 **11.7** **Recommendation - Marketing & Development Manager - 101st St Lots Listing Price**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Dave Rowe

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

CARRIED

12 Enquiries

Councillor McInnis enquired with residents concerns with respects to parking near St Augustine School during daycare drop off. The Director of Public Works and Director of Protective Services responded that the City can explore communications to the culprits to advise them of the legal parking requirements in the neighbourhood.

Councillor McInnis enquired regarding grass cutting on a property along 5th street and another on 3rd avenue. The Director of Protective Services responded that the City is adressing the concerns.

Mayor Muench enquired regarding concerns with the public cemetery, a member of the public had with the current state of aging graves in the cemetery. The City Manager responded that the Director of Leisure Services will be in touch with the mayor to review the concerns.

Resolution:
2025.259

13 Committee of the Whole

Moved By: Councillor Roger Korte

Seconded By: Councillor Sarah McInnis

That we sit in a private session as Committee of the Whole, the time being 7:18 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 Protective Services Mike Kwasnica, Marketing and Development Manager Jarrett Delbridge, Communications Coordinator Angie Rolheiser.

13.3 Marketing and Development Manager - Lot Pricing

13.4 Director of Protective Services - Wildfire Response Update

13.5 Finance Manager - RCMP Multi-Year Financial Plan Authorization

Resolution:
2025.260

13.6 Revert

Moved By: Councillor Marilyn Scott

Seconded By: Councillor Sarah McInnis

That Council revert to the Regular Meeting, the time being 8:14 pm.

CARRIED

Resolution:
2025.261

13.7 Recommendation - Marketing & Development Manager - Lot Pricing

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

That the proposed table of “Fair Market Values” for the 11 lots on the east side of 101st Street be approved.

CARRIED

Resolution: 2025.262 13.8 Recommendation - Director of Protective Services - Wildfire Response Update

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

That the City of Humboldt supports the continued collaboration with the SPSA on future emergency deployments where appropriate, and that firefighter remuneration for the 2025 forest fire response be approved as recommended in the Financial Implications section of this report, retroactive to May 30, 2025.

CARRIED

Resolution: 2025.263 13.9 Recommendation - Finance Manager - RCMP Multi-Year Financial Plan Authorization

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

That the Mayor be authorized to sign the RCMP Municipal Police Service – Multi-Year Financial Plan (April 1, 2026 to March 31, 2031).

CARRIED

Resolution: 2025.264 14 Adjourn

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

That we do now adjourn, the time being 8:16 p.m.

CARRIED



City of Humboldt
Meeting Minutes
Special Meeting of Council August 11, 2025 - 05:30 PM

PRESENT:	Mayor Rob Muench	
	Councillor Larry Jorgenson	
	Councillor Roger Korte	
	Councillor Sarah McInnis	
	Councillor Dave Rowe	
	Councillor Marilyn Scott	
	Councillor Karen Siermachesky	
	City Manager	Joe Day
	City Controller	Jace Porten
	Director of Cultural Services	Jennifer Fitzpatrick
	Director of Leisure Services	Mike Ulriksen
	Director of Protective Services	Mike Kwasnica
	Municipal Engineer	Daniel Bernhard
	Marketing and Development Manager	Jarrett Delbridge
	Communication Coordinator	Angie Rolheiser

1 Call To Order

Mayor Muench called the meeting to order at 5:32 p.m.

2 Land Acknowledgement

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

Resolution:
2025.265

3 Adopt Agenda

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Sarah McInnis

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

4 New Business

4.1 Retiring Council Recognition

Mayor Muench issued a thank you to a retired member of Council.

Councillor Roger Nordick served 3 terms for the City of Humboldt from 2012 through to 2024.

Resolution: 4.2 **Recommendation - City Controller - Temporary Road Closure - DBID**
2025.266
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Roger Korte

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

- 6th Avenue from east of back alley to 9th Street

CARRIED

Resolution: 4.3 **Recommendation - City Controller - Temporary Road Closure - Community Event**
2025.267
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Dave Rowe

That the requested temporary parking lane closure for a special event on August 14th, 2025 from 10:00am to 2:00 pm inclusive, be approved.

- Main Street, from 506 Main Street to 510 Main Street.

CARRIED

Resolution: 4.4 **Recommendation - Municipal Engineer - Peck Road Gravel Roadway Project Award**
2025.268
Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky

That the Peck Road Gravel Roadway Project be awarded to Ruskowski Enterprises Inc. in the value of \$135,175 plus applicable taxes.

CARRIED

Resolution: 5 **Adjourn**
2025.269
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Marilyn Scott

That we do now adjourn, the time being 5:54 p.m.

CARRIED

Central Area Transportation Planning Committee
Meeting Minutes
Sacred Heart Roman Catholic Church Hall, Davidson SK
April 23, 2025

Call to order

The April 23, 2025 regular meeting of the Central Area Transportation Planning Committee was called to order at 9:23 a.m.

Present

Darin Pedersen, Larry Sommerfeld, Brian Ford, Alan Thomarat, Grant Berger, Grant McIntosh Iv-Lee Kane, Alan Lindsay, Ministry of Highways and guest Wayne Obrigawitch.

Regrets: Blair Cummins

Adoption of the meeting agenda:

2025-020: **Grant Berger** moved that the agenda, for the April 23, 2025 regular meeting of the Central Area Transportation Planning Committee be approved. **Seconded:** Larry Sommerfeld.

CARRIED.

Declarations of Conflict of Interest: None

Delegations

SUMA, - Currently no Representative

Blair Cummins SARM, - Blair unable to attend

Approval of Minutes from last meeting:

2025-021 **Alan Thomarat** moved that the minutes of the March 26, 2025 regular meeting of the CATPC be approved as presented. **Seconded** Brian Ford

CARRIED.

Business arising from the minutes of the last meeting:

2025-22 **Brian Ford** moved that the CATPC Road Tour be held July 23rd and 24th, this year concentrating on the southern part of the CATPC and further that the EWC will overnight in Moose Jaw on the 23rd, with our Regular Meeting being held the evening of July 23rd.

CARRIED

Grant Berger will also check into availability of rooms at the Main Stay Inn in Riverhurst.

2025-23 **Alan Thomarar** moved that in the event that any Subdivisions in the Central Area are not filled at the 2025 AGM, that the CATPC may choose to change the internal boundaries and/or the number of Subdivisions in the Central Area, pending the approval of the membership at the 2025 AGM. **Seconded** Larry Sommerfeld

CARRIED

New Business:

Program Commitments:

The first Quarterly Scan, is due to be submitted to the Ministry prior to June 30, 2025. Iv-Lee will send out a request to EWC for Quarterly Scan information at the beginning of June.

Consent Agenda

Reports:

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

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

Ministry of Highways: **Alan Lindsay** reported to the EWC on the Improvements to Strategic Transportation Corridors around the province. He informed the EWC of the investment of \$43.8 million to continue multi-year projects that increase safety and improve traffic flow, including:

- 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

Alan explained further that a long-term project is 11+ years before it goes into the queue. Medium-Term projects are 6 – 10 years. Short-Term projects are 1 – 5 years and Announced projects are typically 1 – 3 years. Once a project is through the queue it goes to Design which takes 9 to 15 months. The Design Team then calculates the materials needed for the project which takes about 6 months. It takes another 3 – 6 months to source the materials. Tendering is about a 5-month turnaround and then the crush and delivery. The cost of road construction is approximately 1.3 million per kilometer

Financial Reports:

Iv-Lee Kane provided the Bank Reconciliation and Statement of Receipts and Expenditures for the month ending March 31, 2025

2025-024: Grant Berger moved that we accept the Bank Reconciliation and Statement of Receipts and Expenditures for the month ending March 31, 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

2025-025: Brian Ford moved that we file the Correspondence. **Seconded** by Alan Thomarat

CARRIED

Next Meeting:

2025-026: Grant McIntosh moved that the next meeting of the CATPC be held Wednesday evening, July 23, 2025 in Moose Jaw. **Seconded: Brian**
CARRIED.

Adjournment:

2025-27: Larry Sommerfeld moved that April 23, 2025 regular meeting of the Central Area Transportation Planning Committee be adjourned. Time 11:48 a.m.

CARRIED.



**City of Humboldt
Meeting Minutes**

Executive Committee Meeting August 11, 2025 - 05:35 PM

PRESENT:

Chair: Councillor Roger Korte	
Mayor Rob Muench	
Councillor Larry Jorgenson	
Councillor Sarah McInnis	
Councillor Dave Rowe	
Councillor Marilyn Scott	
Councillor Karen Siermachesky	
City Manager	Joe Day
City Controller	Jace Porten
Director of Cultural Services	Jennifer Fitzpatrick
Director of Leisure Services	Mike Ulriksen
Director of Protective Services	Mike Kwasnica
Municipal Engineer	Daniel Bernhard
Marketing and Development Manager	Jarrett Delbridge
Communication Coordinator	Angie Rolheiser

1 Call To Order

Chairperson Korte called the meeting to order at 5:57 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 Karen Siermachesky

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

4 Delegations - N/A

5 Correspondence

Moved By: Mayor Rob Muench

That the following correspondence be accepted for information:

- 1. St. Peter's College Awards Day Invitation

CARRIED

Chair – Roger Korte

Interim City Clerk – Jace Porten

6 Reports From Administration

6.1 Director of Protective Services' Reports

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

6.2 City Controller's Report

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

6.3 Director of Cultural Services' Report

Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

6.4 Marketing and Development Manager's Report

Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

6.5 Director of Leisure Services' Report

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

6.6 Director of Public Works' Report

Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

6.7 Leisure Service Project Summary Report

Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

6.8 Public Works Project Summary Report

Moved By: Mayor Rob Muench

That this report be accepted for information and filed.

CARRIED

7 New Business

7.1 Recommendation - City Controller - Breakfast and Snack Food Program - Humboldt Elementary Schools

Moved By: Councillor Sarah McInnis

That the Mayor send a letter to provincial levels of government for increased, stable, and universal funding for school nutrition programs.

CARRIED

Chair – Roger Korte

Interim City Clerk – Jace Porten

7.2 Recommendation - Finance Manager - Natural Gas Contract Authorization**Moved By:** Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED**8 Enquiries**

Councillor McInnis enquired with the City Manager in regards to the railway crossings in the City. The City Manager responded that the City's rail crossings responsibility depend on who was there first between the road and the rail line. Mayor Muench enquired with the City Manager on the status of the 512 Main Street billing issue presented at the last City Council meeting. The City Manager responded that Administration is still working reviewing a possible solution.

9 Committee of the Whole**Moved By:** Councillor Marilyn Scott

That we sit in a private session as Committee of the Whole, the time being 7:14 p.m.

CARRIED**9.1 Authority**The Committee met under Section 5(3) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.**9.2 Present in the Committee of the Whole**

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

9.3 Marketing and Development Manager - 101st Street Lot Draw Process**9.4 Marketing and Development Manager - 101st Street Architectural Controls****9.5 Revert****Moved By:** Councillor Marilyn Scott

That Council revert to the Regular Meeting, the time being 7:41 pm.

CARRIED**9.6 Recommendation - Marketing and Development Manager - 101st Street Lot Draw Process****Moved By:** Councillor Dave Rowe

That Executive Committee recommends Council approve the Lot Draw Rules and process.

CARRIED**9.7 Recommendation - Marketing and Development Manager - 101st Street Architectural Controls****Moved By:** Councillor Karen Siermachesky

That Executive Committee recommend Council to approve the attached architectural controls and implement their requirements for the development of the east side of 101st Street.

CARRIED

 Chair – Roger Korte

 Interim City Clerk – Jace Porten

10 Next Meeting

It was noted that the next Executive Committee Meeting will be held September 22nd at 5:30 p.m.

11 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 7:43 p.m.

CARRIED

Chair – Roger Korte

Interim City Clerk – Jace Porten



CITY OF HUMBOLDT
PROCLAMATION

WHEREAS Rail Safety Week is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

NOW THEREFORE: I, Rob Muench, Mayor of the City of Humboldt do hereby proclaim the week of September 15 to 21, 2025 as “**Rail Safety Week**” in the City of Humboldt.

Mayor – Rob Muench



CITY OF HUMBOLDT BUDGET REPORT

TITLE: On-Demand Scheduling Platform – Transit Services
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 25, 2025

RECOMMENDATION

That the City of Humboldt approve the purchase of an on-demand scheduling platform for transit services to Blaise Transit Ltd. for approximately \$107,200, plus applicable taxes.

BACKGROUND

In 2021, the City of Humboldt commissioned a transit feasibility study by Dillon Consulting to assess local public transportation needs. This study, largely funded by the Rural Transit Solutions Fund (RTSF), enabled the City to secure a subsequent RTSF capital grant. This grant was allocated for the acquisition of two para-transit vans and an on-demand scheduling platform. The City has since acquired a 2024 Ram Promaster and a 2024 Ford Transit van. The entire project is required to be completed by September 30, 2025.

CURRENT SITUATION

On July 28th, Administration issued a Request for Quotation for an on-demand scheduling platform and received a single response from Blaise Transit Ltd. Coincidentally, Blaise Transit was also a recommended provider in the 2021 Dillon Consulting Feasibility Study.

The proposed platform is a universal dispatching software that uses artificial intelligence to streamline ride scheduling, optimize driver assignments, improve route efficiency, and enhance the experience for both administrative staff and riders. Blaise Transit has a proven track record, having delivered scalable and reliable platforms to over 70 clients across Canada and the U.S., with a focus on communities similar in size to Humboldt. The company has confirmed that the system can be fully implemented and operational by the September 30, 2025, project deadline.

The Blaise platform is comprised of four main components:

- **Blaise Transit Passenger App:** A rider-facing app for trip planning, booking, payments, live bus tracking, and ETA estimation, available on iOS, Android, and web browsers.

- **Blaise Drive:** A tablet application for drivers that provides turn-by-turn navigation and passenger boarding information, and allows for manual boarding of unbooked riders.
- **Blaise Engine:** A web-based platform for Humboldt staff to manually book trips, manage fleet and driver information, and monitor vehicle locations in real-time.
- **Blaise Routing Algorithm:** An AI-driven system that optimizes routes and assigns rides based on factors like location, vehicle capacity, and accessibility needs.

Features and Capabilities:

- **User Management and Roles:** The Blaise Engine allows administrators to create and manage user roles (Administrator, Dispatcher, Driver, Passenger).
- **Scheduling and Dispatching:** The system supports automated and manual booking of one-time, recurring, and advanced trips. Its algorithm optimizes routes and can adapt to dynamic changes such as cancellations and new requests.
- **Reporting and Analytics:** The Blaise Analytics dashboard provides insights into various metrics, including ridership, vehicle utilization, driver performance, and financial data. Custom reports can be generated and exported.
- **Support and Maintenance:** Blaise offers a cloud-based SaaS platform with a guaranteed uptime of 99.99% and provides 24/7 personalized phone support. All clients operate on the same core platform, and system improvements are automatically deployed at no extra cost.

The platform is designed with future expansion in mind. It can implement and manage different "zones" that can be turned on and off. This ensures that as transit services potentially expand outside of the community, the City will not incur significant costs for future deployment.

OPTIONS

- Option 1: Accept the recommendation as presented.
- Option 2: Reject the recommendation and elect not to proceed with the implementation of an on-demand scheduling platform.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

The agreement with the Rural Transit Solution Fund (RTSF) has a total project cost of approximately \$453,488, with \$362,758 eligible for reimbursement. To date, the purchase of two vans has cost \$341,800, of which \$273,440 was federally funded. This leaves an estimated \$111,650 remaining in the grant for the on-demand scheduling platform.



The Blaise Transit proposal costs \$107,200, which means the City would be responsible for approximately \$22,330.

For 2025, the City's budget for the second van and the software implementation was \$265,450. The van cost came in at about \$158,900. With the approval of the platform, the anticipated total project costs for 2025 will be \$650 higher than estimated but will remain approximately \$4,400 under the total RTSF project cost. The City would incur annual subscription fees to maintain the platform.

CONCLUSION

The inclusion of an on-demand scheduling platform will significantly help streamline the processing and scheduling of rides and billing, which will be highly beneficial as the City intends to expand its transit services.

CITY OF HUMBOLDT REPORT

TITLE: Discretionary Use – Educational Institution – 10225 8th Avenue
PREPARED BY: Oriyomi Razak, Community Development Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 25, 2025

RECOMMENDATION

That a discretionary use be approved to operate an **Educational Institution** at 10225 8th Avenue legally described as Block/Parcel B – Plan 101813341.

BACKGROUND

The City has received a discretionary use application to operate an **Educational Institution** at 10225 8th Avenue legally described as Block/Parcel B – Plan 101813341

Educational Institution: a post-secondary college, university or technical institution, but shall not include a private school.

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 3.10.4 of Bylaw No. 04/2016 – The Zoning Bylaw requires that all discretionary use applications be reviewed in accordance with the Use-Specific Evaluation Criteria outlined in the bylaw.

- i. Schools, clubs and places of worship should, where possible, be located on corner sites to facilitate access.
- ii. The site should be accessible from a major road network to avoid heavy traffic volumes on residential access roads.

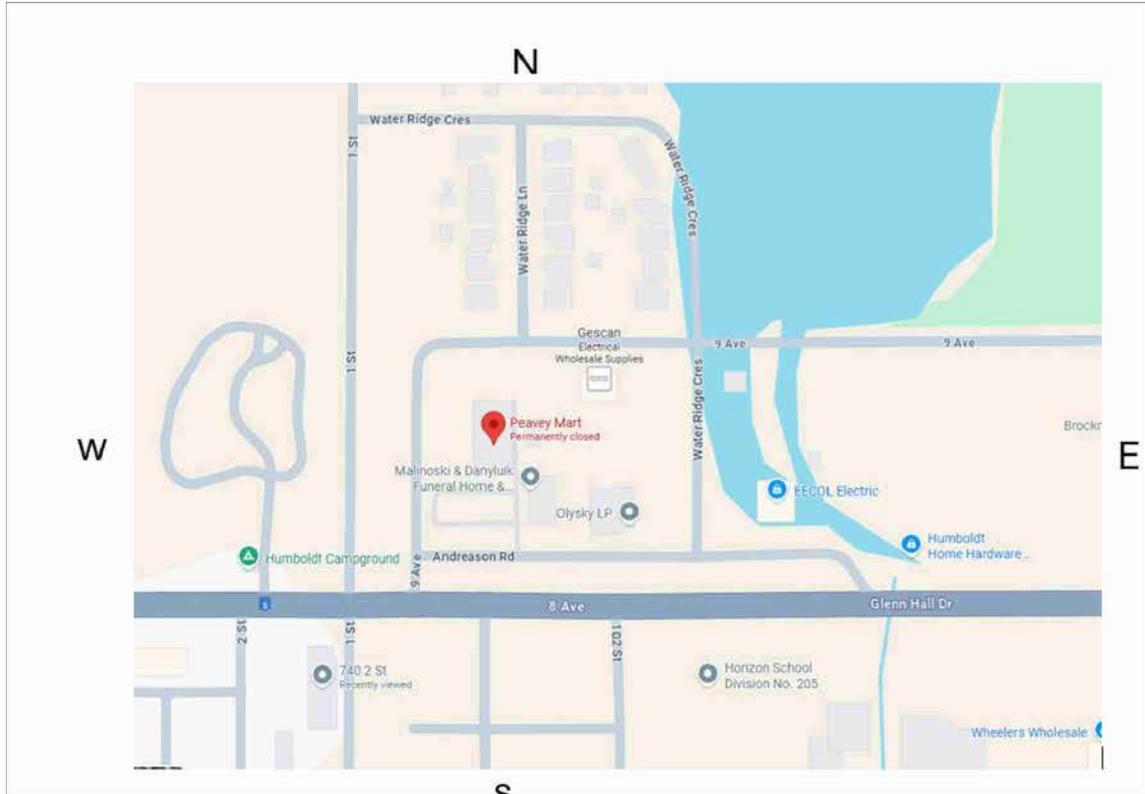
CURRENT SITUATION

The property is in C3 – Commercial - Industrial Mixed-Use District which is intended to recognize the existing range of Commercial and Industrial uses in certain areas on arterial or collector streets and allow suitable new uses to develop if they serve the agricultural sector or automobile-oriented customers and will require larger sites and limited urban services.

The subject location is surrounded by a mix of land uses, with residential homes located to the north across 9th Avenue, commercial establishments to the east, a combination of commercial and light industrial properties to the south, and visitor information centre and golf course.

The property is a corner lot with easy access to Highway 5 (8th Avenue), a major transportation corridor, and secondary access onto 1st Street and 9th Avenue.

The existing parking lot is estimated to accommodate between 50 and 70 vehicles, which is expected to sufficiently serve staff, students, and visitors without causing spillover onto surrounding streets. It is important to note, however, that the Discretionary Use process focuses strictly on the proposed use of the property, while any development or building-related matters will be reviewed separately through the development review process.



OPTIONS

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

ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

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

FINANCIAL IMPLICATION

There are no anticipated financial implications.

CONCLUSION

The conversion from retail to educational use will change activity patterns. While daytime student arrivals, dismissals, and outdoor activities may increase noise levels, the most



sensitive interface is the residential area to the north. These impacts can be mitigated through buffering, landscaping, and operational management.

The proposed conversion to an educational institution aligns with the Official Community Plan, relevant provisions of the Zoning Bylaw, and the C3 corridor context, as well as adjacent land uses.

The existing building was constructed for retail use and will require review for **fire safety, building code, and accessibility compliance** before occupancy as an educational institution.

The proposed development is not expected to injuriously affect the neighborhood.

CITY OF HUMBOLDT REPORT

TITLE: 101st Street Lot Draw
PREPARED BY: Jarrett Delbridge, Manager of Development and Marketing
REVIEWED BY: Joe Day City Manager
PREPARED FOR: Council Meeting
DATE: August 25, 2025

RECOMMENDATION

That the Lot draw rules and processes be approved.

BACKGROUND

The City of Humboldt has approved pricing and marketing for 11 new residential lots on the east side of 101st Street. Due to high number of inquiries for City owned lots, Administration recommends proceeding with a lot draw process to ensure a fair allocation of the lots to both contractors and individuals.

The City previously ran a lot draw in 2009 with limited rules and procedures;

1. Applicants had to pre-register
2. Applicants declared as a builder or individual
3. Applicants were allowed one registration per household
4. Registration was allowed from a company as well as the owner of the company as an individual.
5. The registration must be present or appoint a proxy (in writing to the city)

CURRENT SITUATION

Administration reviewed the process previously used by the City and compared it to similar processes in other cities to develop a set of rules for the upcoming lot draw.

Key Rules and Process

- **Application Period:** Applications will be accepted from August 14, 2025, to September 4, 2025.
- **Application Fee:** A \$1,500 application fee is required, payable by certified cheque or bank draft. This fee will be applied to the purchase price for successful applicants and refunded to unsuccessful applicants without penalty.
- **Applicant Categories:** Applicants must declare if they are a "Contractor" or an "Individual."
 - **Individuals:** Only one application per household is allowed.
 - **Contractors:** Are restricted to a maximum of three applications, controlled by their GST number.
- **Draw Date:** The lot draw will take place on September 9, 2025, at 5:30 PM in the Uniplex Conference Room. The mayor or a designee will draw names from a bin.
- **Lot Selection:** Successful applicants will be given a 10-minute appointment, based on the order their name was drawn, to select their lot. The applicant or a proxy must be present in person or virtually.
- **Terms of Sale:**
 - A 10% deposit (plus GST for individuals) is due within three business days of signing the agreement.
 - Full payment is required within three months of the Agreement of Purchase and Sale.
 - A building permit must be obtained within six months of taking possession of the lot.
 - Hard-surfaced driveways and landscaping must be completed within six months of closing permits.
 - Lots cannot be assigned, transferred or sold to another party without express approval from the City.
- **Penalties for Default:**
 - Failure to enter into an agreement or pay the deposit on time results in the loss of the application fee.
 - Failure to submit full payment on time results in a retained \$500 processing fee and an additional charge of 1% of the lot's purchase price per month that has elapsed, plus GST.

Should the demand for the lottery not be present and there be lots remaining at the conclusion of the lottery, they will be sold on a first-come, first-served basis.

OPTIONS

- Approve the recommendation as presented.
- Reject the recommendation and proceed with an alternative competitive bid process.
- Reject the recommendations and proceed with the conventional fire-come first-serve sale process.

ATTACHMENTS

- Attachment A – Lot Draw Rules

COMMUNICATION AND ENGAGEMENT

Administration will communicate the process to the public through our website, print media, email and one open house.

FINANCIAL IMPLICATION

There will be staff time, and marketing that will be implemented in this process, for marketing expenses we will be using our usual marketing mediums, and their associated costs. This includes Radio, Print, Displays, Email Distribution, and Staff time allocation.

Full success following the lot draw could result in the distribution of all 11 residential lots on September 9th, and receipt of all resulting sale proceeds by December 9th. The total potential revenue is \$1,294,000. At yearend, the net proceeds after costs are deducted, will be transferred to the Land Development reserve to fund future land development.

CONCLUSION

By using the lottery system, it is difficult to determine the number of potential sales or the types of applications to be received. If any lots are unsold through the lottery process they will be sold on a first-come first-serve basis.



101st Street Infill Lot Draw Regulations Contractors & Individuals

General Information

Eleven (11) residential lots will be available for sale on the east side of 101st Street. This release of lots is subject to the Lot draw process. Please see attached survey. Lot Draw application will open on August 14, 2025 @ 8:00 AM and will close on September 4, 2025 @ 4:30 PM.

Notable Items

All lots purchased on the east side of 101st Street will be subject to the Architectural Controls, & building orientations attached to this package.

Application Fee

Each application submitted for the lot draw must be accompanied by a \$1,500.00 application fee in the form of **Certified Cheque** or **Bank Draft payable to the City of Humboldt**. If any applicant is successfully drawn in the lot draw, the \$1,500.00 application fee will be applied to the purchase price of the lot. The application fee will be refunded to applicants who are not successful in the draw.

The sale of vacant real property is subject to GST. Purchasers purchasing for construction of a personal residence will be required to pay GST in addition to the purchase price of the lot. Contractors whom are GST registered and are purchasing for the purpose of constructing a residence to be sold, in the ordinary course of business, may self-assess on the GST payable, and shall provide a signed GST certificate to the City at the time of conclusion of the lot sale.

Terms of Sale

Contractor Deposit (Lot Draw)

Within 3 business days after lot allocation, successful applicants must enter into a Purchase and Sale Agreement, and tender to the City a deposit of 10% of the purchase price in the form of Certified Cheque or Bank Draft payable to the City of Humboldt.



Failure to fulfill these requirements within the time stipulated will result in loss of the application fees, a loss of the sale, and the lot being reallocated to a third party.

Individual Deposit (Lot Draw)

Within 3 business days after lot allocation, successful applicants must enter into a Purchase and Sale Agreement, and tender to the City a deposit of 10% of the purchase price plus GST in the form of Certified Cheque or Bank Draft payable to the City of Humboldt. Failure to fulfill these requirements within the time stipulated will result in loss of the application fees, a loss of the sale, and the lot being reallocated to a third party.

Agreement of Purchase and Sale

In addition to the terms herein, the terms applicable to each lot purchase are outlined in the Agreement of Purchase and Sale. The terms may change without notice. Any questions should be asked to ensure you understand the terms of your purchase. Purchasers are encouraged to review the terms with their solicitor to ensure they understand the terms.

Possession of Land

All lots will be sold with an estimated possession date of October 1, 2025. Payment in full must be submitted to the city within **3 months** of the date of the Agreement of Purchase and Sale.

Build-Time Requirement

All successful lot purchasers are required to obtain a building permit within 6 months of taking possession of their lots. Failure to do so will result in a default. * See page 3 **Default or Voluntary Cancelation**

Taxes

Purchasers shall be solely responsible for payment of all municipal property tax levied on the lots. The City of Humboldt currently offers a tax abatement for newly constructed homes. This abatement offers a 3-year grace period from the time building permits are closed. If the building permit is closed in the middle of the year the abatement will be prorated to include the remainder of the year plus the additional 3-year grace period. This bylaw has been attached to this package. The value of the land is not exempt from Property taxes, and does not qualify for the abatement.

Legal Fees/ Land Titles fees

Purchasers are solely responsible for all land title registration fees to register the lot(s) into their names. Purchasers are solely responsible for all legal fees incurred by the Purchaser's solicitor to attend to registration of the transfer on their behalf.

Transfer of Title

The transfer of title will be provided to the Purchaser's solicitor as follows:

- Under appropriate trust conditions the Transfer will be forwarded to the purchaser's solicitor or
- Upon receipt of payment in full, the Transfer will be forwarded to the purchaser's solicitor.

Non-Assignment

Eligible purchasers who transfer title without express approval from the City of Humboldt to another builder or individual will be ineligible for future lot draws.

Vacant lots are not to be resold. Builders are purchasing City lots to construct homes for potential homebuyers. If a lot is no longer required, please review the cancellation policy on page (3) of this document.

No Conditions

The City will not enter into any agreement with a Purchaser for purchase of an allocated lot that is subject to any condition for approval of financing.

Default or Voluntary Cancellation

An Agreement for Purchase and Sale is defaulted when any of the terms are not met within the time frame of the agreement.

In the event an applicant is successfully drawn for a lot, and chooses not to proceed with the purchase, or fails or refuses to enter into an Agreement of Purchase and Sale, or pay the 10% deposit, within the time specified, the applicant shall forfeit their right to purchase the lot, and the City shall retain \$1500.00 of the application fee as a processing fee.

In the event an applicant is successfully drawn for a lot, and does not conclude the transaction of purchase within 3 months of entering into an Agreement of Purchase and Sale, the applicant shall forfeit their right to purchase the lot, and the City shall retain \$1500.00 of the application fee as a processing fee, plus the City shall further retain from the deposit, one (1%) percent of the purchase price of the lot plus GST, per month for each month that has elapsed since the date the Agreement of Purchase and Sale was signed.

Starting Construction

Construction may not commence prior to possession of the lot being granted, Architectural control approval has been granted, and building permit has been obtained.

Lots are sold “As is”. Purchasers are solely responsible to conduct their own due diligence, including but not limited to review of the lot Titles, and investigation into any encumbrance on Title. The City does not make any representations or warranties about the lots, or the suitability of any lot for the Purchaser’s intended use and construction.

Mandatory Driveway and Landscaping

Hard surfacing of front driveways, front yard and side yard landscaping is required to be completed within 6 months of closing your building permit. This will ensure the quality of the curb appeal of the newly built dwellings.

How to Enter the lot Draw & Selection Process

How to Enter

- Applicants must fill out the application form attached that is best suited to their purchasing situation (either Contractor or Individual).
- Applicants must be at minimum 18 years of age (a copy of an acceptable Picture ID must be submitted with the application & GST number for contractors).
- Applicants must be Canadian residents within the meaning of the *Income Tax Act*.
- Applications, together with the required application fee, must be submitted to the City of Humboldt within the application period. Incomplete or late applications will not be accepted.
- For Individuals * only one application per family will be accepted if more than one application from the immediate household is submitted all applications will be disqualified, and application fees will be forfeited.
- For Contractors * Contractors are restricted to 3 applications total, this will be controlled through submission of GST numbers on the contractor application. If a contractor submits a 4th application as an individual all applications will be disqualified, and application fees will be forfeited.

***** The city reserves the right at its sole discretion to disallow any participant from entering the lot draw in the event of a violation of the rules and regulations of the lottery process. *****

Selection

All applicant's names will be entered into a bin, and the mayor or designee will draw names out of the bin, at the Uniplex on September 9, 2025 @ 5:30 PM.

All Applicants or Proxy Must be Present at the time of the Draw. If an Applicant wishes to designate a Proxy, they must do so via email to info@humboldt.ca



If selected

Successful applicants must select their lot during their allocated appointment time. Appointment will take place at the Uniplex and will be organized based on the sequence successful applicant are drawn I.e. if your drawn first you will have the first appointment, if you are drawn last, you will have the last appointment. Applicant or Proxy must be present at the draw either in person or virtually. Appointments proceed immediately after the draw is complete. Appointments will be 10 minutes long.

CITY OF HUMBOLDT REPORT

TITLE: 101st Street Architectural Controls
PREPARED BY: Jarrett Delbridge, Manager of Development and Marketing
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 25, 2025

RECOMMENDATION

That Council approve the attached architectural controls.

BACKGROUND

As of July 28th, City council approved the pricing and marketing of the 11 lots created on the east side of 101st street. Since this development is occurring in a pre-existing neighborhood with noticeable architectural conformity and standards, the East side should mirror the same standards that exist on the West side.

CURRENT SITUATION

It is common practice to implement architectural controls on the builders. Although these do not pertain to the color choice made by the contractor or individual, however the purpose of such controls is to maintain the architectural conformity of the neighborhood where the new development mirrors the existing.

The architectural controls attached will apply to the development and registered on the titles associated with the development to ensure that new construction will mirror the existing homes to maintain the aesthetic and reinforce property values within the neighborhood.

OPTIONS

1. Approve the recommendation to adopt the report as attached.
2. Approve the recommendation to adopt a report with amendments.

ATTACHMENTS

- Attachment A – Architectural Controls

COMMUNICATION AND ENGAGEMENT

This information will be provided to interested parties throughout the sales process via information packages.



FINANCIAL IMPLICATION

There are no financial implications associated with this process at this time,

There will be standard communication/ marketing costs associated with the distribution of this information.

CONCLUSION

By Approving the attached controls, you will be ensuring the architectural conformity of the neighborhood, protecting the aesthetic, and reinforcing the property values with in the already existing subdivision.



PROJECT NAME: 101ST INFILL

11 RESIDENTIAL LOTS

ARCHITECTURAL CONTROLS

*****These are minimum requirements. If the owner wishes to surpass the minimum requirements, or request substitutions, the designs will be subject to approval by the City. *****

Square Foot Minimums:

Bungalow, Bi-level or Split level	1300 square feet (above grade)
Two Story Dwelling	1500 square feet (above grade)

Garage Requirements:

Each property must include a double car garage, and the garage must be constructed at the same time as the dwelling. The garage may be attached or detached and must include two vehicle access doors or one large door.

If the garage is attached it must be built at the front of the property, and the placement of the garage on the property (near north property line or sought property line) has already been predetermined by the City based on the location of water and sanitary services and must be adhered to.

If the garage is detached it is subject to approval for location on the lot. If the Garage is detached a hard-surfaces access from 101st Street is required.

There will be no back lane access available to any of the properties.

Roof Slopes:

4/12 roof pitch or steeper
2-foot eaves

Exterior Finish:

Properties can be finished with any standard material such as:

vinyl siding

Fibrous Cement board

Stucco

Brick Veneer, or

Other materials deemed equivalent by the City.

Complimenting Exterior Finish:

Each house will have a minimum of 50 square feet of stone tile, brick, stone, shale or similar material along the front of the house as a complimenting exterior finish.

Lot Grading requirements:

The Purchaser shall at no time alter the designed rough grade elevations of the lot, or any utility lines within the lot, without the written permission of the City. All finished grading completed by the purchaser shall be in accordance with the drainage plan established by the City.

Performance requirements:

Within one (1) year of the date on which the Building Permit is issued, the dwelling must be completed to the extent that: all windows and doors are installed, and the roof is fully shingled, and exterior finishes are complete

Landscape Requirements:

Within Six (6) months of build completion, sodding of the front yard must be completed. Subject to weather conditions at the time of completion.



Approval & Compliance requirements:

All plans, including exterior finish specifications, must be approved by the City prior to issuance of a Building Permit by the City of Humboldt. The purchaser will be responsible for all costs necessary to remedy any non-compliance of these architectural controls.

The City shall have the sole discretion as to the interpretation and enforcement of the architectural guidelines.

ACKNOWLEDGED & AGREED

Date:

Purchaser:

Purchaser:

Witness:

CITY OF HUMBOLDT REPORT

TITLE: Natural Gas Contract Authorization
PREPARED BY: Connor Piller, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 25, 2025

RECOMMENDATION

That the City Manager be authorized to enter into a natural gas supply contract with a term of up to five-years.

BACKGROUND

The City is nearing the end of the terms of its existing natural gas contracts and will need to enter into a new contract (or contracts) in the coming days if it wishes to have pre-determined natural gas costs for the next year or more.

CURRENT SITUATION

About fifteen years ago the province of Saskatchewan deregulated the natural gas market to the extent that consumers like the City of Humboldt may purchase its supply of natural gas from independent companies. The delivery of the natural gas is still through the SaskEnergy network and the billing remains under the SaskEnergy billing system. The supply contracts are based on full-year terms running on a calendar year basis. SaskEnergy requires retailers to notify SaskEnergy prior to September 1st of each year of any additions or changes to the supply agreements that would come into effect November 1st. Currently, the City of Humboldt has contracts with Connect Energy which are due to expire October 31st.

The advantage of purchasing natural gas from an independent retailer is the price stability. The City of Humboldt can enter into a contract for one to five years of natural gas supply at a cost that is predetermined over that period of time. With SaskEnergy the rates are subject to changing unannounced.

The disadvantage of contracting with an independent retailer is that your price is locked-in even if the cost of natural gas falls.

Pricing:

- The current price of Natural Gas through SaskEnergy is \$3.20/GJ
- Currently the City is paying \$2.99/GJ

The City's cost of natural gas (including delivery charges, taxes and surcharges) is approximately \$165,000 per year. The cost of the natural gas itself is approximately one-half of the total cost (\$82,500 per year). Therefore, the value of a five-year contract is approximately \$412,500.

Tendering:

The process for tendering for the supply of Natural Gas is a somewhat different process than tendering many other products or services. In most tenders the supplier is expected to guarantee its prices for 20 days or more so that the City can complete its evaluation and select a supplier. With natural gas retailers, they will observe the daily 'futures' prices of natural gas and quote a supply price to the City based on a markup from that futures price on that day. Because the 'futures' price can change significantly from day-to-day, the retailers are only willing to guarantee a price quote for a matter hours before they begin increasing the price to account for the risk of holding a quote open for so long.

A process that works with natural gas retailers and the City, given the issuance of the two-week term RFQ earlier this month on August 12, 2025, is:

- At this Council Meeting, Council approves a resolution that authorizes the City Manager to finalize a contract of up to five years with a natural gas supplier based upon Administration's evaluation of the submissions that will be received tomorrow morning August 26, 2025.
- After the RFQ closes tomorrow morning, Administration will promptly evaluate each of the proposals submitted and award the tender that same day.
- Following the awarding of the tender, Administration will enter into a contract with the chosen vendor.
- August 29, 2025, at the latest, SaskEnergy is notified.

FINANCIAL IMPLICATION

The City budgets approximately \$165,000 annually for the delivery service and the natural gas supply cost.

Although there is no guarantee that the City will actually save money compared to paying for natural gas at the fluctuating "current" prices, entering into a multi-year gas supply contract provides budget predictability to the City with respect to the cost of natural gas.



CONCLUSION

Entering into fixed term, fixed price supply agreements for natural gas provides cost and budgeting stability for the City. Although there is a good probability that such agreements save money for the City, that can't actually be guaranteed. The most efficient process to enter a natural gas supply agreement requires Council to authorize administration to finalize a contract that would normally be brought to Council for final approval.

CITY OF HUMBOLDT REPORT

TITLE: Wastewater Treatment System Construction Update

PREPARED BY: Peter Bergquist, Public Works and Utilities Director

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: August 25, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

- 2020, the City received a grant through the Investing in Canada Infrastructure Program (ICIP). Project value was \$34,053,00 and the grant was approved to cover \$24,971,065 (73.33%) from the Provincial and Federal governments. City was to fund the remainder.
- Detailed design identified that two older sewage lift stations, 1 and 4, would need to be upgraded as part of the project. This would add approximately \$5,900,000 to the project.
- On December 18, 2023, Council approved the tender award to Con-Tech General Contractors for the Wastewater Treatment System.
- 2024 - Staff applied for various grants to help offset costs of the lift station upgrades.
- On May 27, 2024, Council approved the tender award to Con-Tech General Contractors for the retrofit construction of Sewage Lift Stations 1 and 4.
- On May 2025, additional resident and engineering fees were estimated due to additional time spent on the project.
- August 2025 – City was approved for an additional grant value of \$2,039,236 to the project under the ICIP grant to help cover costs of the lift station upgrades.

CURRENT SITUATION

Grant Value Increase – The documents have been signed, and the city will receive an additional \$2,039,236 in ICIP grants. This is significant and will lessen the repayment costs by current and future residents.

Large Cells:

Lining work is complete in all cells. The first cell is fully complete with sand ballast at the bottom. Filling has started using the wastewater pumped over from the old lagoons. The 2nd, 3rd and 4th cells are awaiting sand ballast placement and will also be filled when ready in the next month.

SAGR Cells:

Challenges regarding the cleanliness of the rock for the SAGR Cells have been addressed through a coordinated effort between the contractor and the City's consultant. A washing system has been implemented, utilizing lake water, which is returned via a drainage channel equipped with sediment screens at critical locations. Three of the SAGR cells are completed. The remaining three are about 60% complete. Within the next month, these cells will be complete and filled with wastewater so the necessary bacteria/organisms can grow and establish.

Headworks Building (Receives and screens raw wastewater):

Construction progress remains on schedule.

Operations Building (Air Blowers, Pumping and Chemical Systems):

Construction progress remains on schedule.

Forcemain Piping:

The majority of the piping is complete. The forcemain to the lake is currently facilitating the flow of lake water back to the facility for the rock cleaning process.

Storm Water Pipes, Ditches and Channels:

Most culverts and stormwater piping have been installed. Additional grading and landscaping will take place in the coming months.

Lift Stations 1:

All old equipment has been removed. Temporary pumps are setup to keep wastewater flowing. Construction well underway.

Lift Stations 4:

Old building has been demolished/removed. Temporary pumps are setup to keep wastewater flowing. Construction well underway.

OPTIONS - N/A

ATTACHMENTS: Photos at end of report

COMMUNICATION AND ENGAGEMENT

A representative from Catterall and Wright is present on-site daily to inspect, survey, document progress, and address challenges as they arise. City staff from both Public Works and City Hall maintain regular communication with on-site consultants as well as those based in Saskatoon to ensure efficient problem resolution.

FINANCIAL IMPLICATION

Wastewater Treatment Facility Overall Project Costs

<u>Project Component</u>	<u>Current Estimated Costs</u>	<u>Expenses to Date</u>
Wastewater Treatment Facility - Land + Pipe Works	\$24,015,795	\$17,873,759
Wastewater Treatment Facility - Land Purchase	\$485,000	\$518,454
Wastewater Treatment Facility - Operations Building	\$6,087,923	\$4,874,640
Wastewater Treatment Facility - Discharge Line	\$3,557,077	\$2,615,900
WWTF Change Orders and Contingency	\$522,176	<i>In Other Totals</i>
Lift Station 1 Upgrades	\$3,070,754	\$791,744
Lift Station 4 Upgrades	\$2,789,855	\$741,210
Lift Station Change Orders and Contingency	-\$96,840	<i>In Other Totals</i>
Total Project Costs	\$40,431,739	\$27,415,707
Investing in Canada Infrastructure Grant	-\$27,010,301	-\$18,560,108
Net Cost to City	\$13,421,438	\$8,855,599

WWTF Change orders to date include: (Project included \$400,000 Contingency.)

1. Engineering (2024) - \$225,150
2. Pipe Size Substitution & Reduction in cost – (-\$133,760)
3. Beam for Lifting System –\$14,113
4. Additional Clay Borrow Excavation - \$21,000
5. SaskPower Fiber relocation - \$75,121
6. Sasktel Fiber Installation - \$29,609
7. SaskEnergy Installation - \$74,895
8. Municode WWTF Inspection Costs - \$31,618
9. Municode Lif Station Inspection Costs - \$9,160
10. Manhole Barrel & Misc – \$13,851.84
11. Door, Fire Dampers, Shrink Crack Repairs –\$9,890
12. Engineering Increases (2025) – \$589,183

Sewage Lift Station Change orders to date include: (Project included \$100,000 Contingency.)

1. Municode Lift Station Inspection Costs - \$9,160

CONCLUSION

Construction of the wastewater treatment facility, along with Lift Stations 1 and 4, continues to advance smoothly and on schedule. We are pleased to share that the City has received an additional \$2,039,236 in grant funding from the Provincial and Federal Governments through the Investing in Canada Infrastructure Program (ICIP).

This generous contribution is deeply appreciated and significantly reduces the financial burden the City would otherwise assume for this vital infrastructure investment. These improvements represent a major step forward in enhancing our community's environmental sustainability and long-term resilience.



Figure 1: Poly Liner in Cell 2B



Figure 2: Cell 1A with Poly Liner with Sand Ballast & Aeration Equipment



Figure 3: Aeration System - Piping and Aerators



Figure 4: Aerator



Figure 5: First Cell Receiving Raw Wastewater



Figure 6: SAGR Cells - 2 on Left Complete, 4 in Progress



CITY OF HUMBOLDT REPORT

TITLE: Approval for Addition of Fire Department Utility Vehicle and Sole Source Purchase of Second CSO/Bylaw Vehicle
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 25, 2025

RECOMMENDATION

That the City of Humboldt proceed with the purchase of:

- 1) a 1-ton pickup truck for the Fire Department at an estimated purchase price of \$100,000 including emergency equipment, (plus taxes and fees) with 50% of the purchase price paid to the City of Humboldt from the Humboldt and District Fire Protection Association, and
- 2) a sole source purchase of an SUV for use as a second Community Safety Officer (CSO)/Bylaw vehicle at a cost of \$35,000 plus and estimate \$10,000 in emergency equipment (plus taxes and fees).

BACKGROUND

Currently the fire department responds to all calls, including minor calls like grass fires etc. with the Heavy Rescue unit (R11J). The fire department does this predominantly because this is often the best option available for getting four firefighters to the scene. The cost to replace this apparatus is roughly \$1,500,000, and the current use of this truck is resulting in potentially costly wear and tear on this vehicle. By adding a utility vehicle to our fleet, it should result in the department being able to extend the lifespan of R11J.

Recently we have added a second CSO to the Protective Services Department on a casual basis of approximately one day per week service to the City of Humboldt and two days per week to two nearby communities. The benefit of this position has turned out much better than we thought. Having a second CSO allows us to have an uninterrupted enforcement department for the City during holidays and days-off by the full-time officer. The addition of another CSO vehicle will also allow us to review adding coverage for evenings and weekends, as well as having both officers available during times where events take place. Having a second vehicle will ensure we can also fulfill our contract obligations with neighboring municipalities and not leave the City without a CSO vehicle.

CURRENT SITUATION

1. Fire Department Utility Vehicle

- The Fire Department currently relies on large-sized fire apparatus for a range of operational tasks, including non-emergency duties such as transporting personnel, moving equipment, and attending inspections or public education events. Not all of these tasks require the use of expensive frontline fire trucks.
- A 1-ton pickup truck will allow for many of these duties to be carried out more cost-effectively, reducing wear and tear on larger apparatus. Of particular note, this unit will be outfitted to respond to grass fires, field fires and other forms of wildfires, and will typically be the unit used to pull the trailer and ATV for activities such as search and rescue in rural locations.
- This purchase will help extend the operational life of the frontline units, decrease long-term maintenance costs, and provide a more practical option for utility purposes.
- Funding for this vehicle will essentially come from revenues earned through northern fire response efforts, which generated in excess of \$757,000 in 2025.
- This vehicle will be cost-shared with the Humboldt and District Fire Protection Association (HDFPA). The contribution of 50% of the costs for this purchase was approved at the last meeting with the HDFPA on condition that the City of Humboldt also approve the purchase.
- Adding this vehicle to the fleet will enable the City to be better equipped to respond to further requests for assistance by the Province for northern fire response, and to earn the resulting revenues from that assistance.

2. Second CSO/Bylaw Vehicle

The City currently operates one CSO vehicle, which is used full-time for enforcement duties within Humboldt as well as to service our 2-days-per-week contractual obligations with Watson and Lanigan. It has become evident that a second fully-equipped vehicle is required to fulfill these duties efficiently and for the City to have some redundancy in instances when the existing vehicle is unavailable. The development and growth of the CSO program has been productive, however there has been a challenge to fund the upfront cost of the required vehicles within the existing budget constraints.

- An SUV is recommended for year-round reliability, cargo capacity, and professional presence.
- The second CSO vehicle will be used for CSO and bylaw enforcement within Humboldt, and up to two days per week to meet our contract commitments with Watson and Lanigan.
- Humboldt Ambulance Service has recently acquired Lanigan Ambulance Services and with the purchase they have a white 2023 Chev Traverse that they are looking to sell. The positive working relationship between the Humboldt Fire Department

and the Humboldt Ambulance Service has resulted in this vehicle being offered the City of Humboldt at a very reasonable price. Sole sourcing is requested to ensure consistency with our existing CSO vehicle, minimize training and equipment adaptation, and expedite acquisition.

OPTIONS

1. Approve the purchase of the 1-ton pickup truck for the Fire Department and the sole source purchase of an SUV for the CSO program.
2. Approve one of the two proposed purchases.
3. Deny both requests.

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

N/A

FINANCIAL IMPLICATION

The Fire Department fleet plan started in 2019 and has been contributing approximately \$80,000 to the replacement of our protective services fleet. (Front line fire trucks, command trucks, CSO vehicles, and Safety Coordinator vehicle)

A new 1-ton Pickup Truck, including necessary equipment, is estimated to cost \$100,000. The HDFPA has resolved to pay for 50% of the purchase cost if the City decides to proceed with the purchase. The City's cost is therefore estimated at \$50,000 (plus taxes & fees). Based on similar units within the City's Fleet, the anticipated annual operating costs are approximately \$1,600 with an additional \$3,000 to be contributed towards its own replacement in 2040. By making use of the new 1-ton truck in place of R11J when practical, the extension of R11J's useful life is expected to reduce its annual contribution by approximately \$4,700.

The CSO SUV is expected to cost \$35,000 (plus taxes & fees) plus a cost of approximately \$10,000 to have it properly equipped with emergency equipment. The total cost is expected to be approximately \$45,000. Based on similar units within the City's Fleet, the anticipated annual operating costs are approximately \$3,500, which will primarily be fuel in the case of this unit, and an additional \$6,750 to be contributed towards its own and its equipment's replacement in 2035.

Due to the favorable revenue position of the Fire Department in 2025 resulting from the more than \$750,000 generated from northern fire response operations, this is the optimal time to purchase these two vehicles without adversely impacting the City's budget or property tax revenues.



CONCLUSION

These acquisitions will improve operational efficiency, extend the service life of more costly assets, and ensure the City can fulfill contractual and operational obligations without disruption. The purchases are financially supported by significant revenue from the Fire Department's northern response operations, allowing the City to reinvest in protective services without the capital purchases needing to be funded from property tax revenues.

CITY OF HUMBOLDT REPORT

TITLE: Humboldt Museum Repairs Tender
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: August 25, 2025

RECOMMENDATION

That the City accept the Revised Times and Material contract from Brxton Masonry for the Humboldt Museum Repairs project for a maximum of \$91,500, including the rental of an 80-foot lift to complete the project.

BACKGROUND

The Humboldt & District Museum requires repairs to ensure the conservation of the historic structure. There is water infiltration that is damaging the structure and the interior. Following an overall assessment by Brad Taylor of JCK Engineering, JCK developed a proposed scope and general specifications for repairs. Council approved \$60,000 for the repairs in the 2025 budget, which was augmented by a grant from the Saskatchewan Heritage Foundation of up to \$48,000 for a total of \$108,000.

JCK Engineering developed specifications and detailed drawings this summer which included selective masonry work, selective metal work of flashings, eavestroughs, and roof work on the metal roofing and all three levels of the flat roofs. The public tender was issued on July 24, with a closing date was August 14.

CURRENT SITUATION

At the close of the tenders, the City received one bid from Brxton Masonry Inc. for a total cost of \$261,960 (including taxes). Brxton Masonry has extensive experience with heritage buildings including recent masonry projects on Darke Hall, Regina Soundstage and the Viterra building in Regina.

Administration and the consultant from JCK Engineering reviewed the submission, scope of the project, and options for next steps. The consultant recommended that the scope of the project be refined to fit within the budget allocation. Following his conversation with Brxton Masonry about the project, a revised submission was received based on a Time and Materials Rate Contract, rather than a fixed price contract. The consultant is recommending that this project proceed in 2025 based on this contract, rather than re-tender the project in 2026, which may increase costs based on the current inflation rates in the industry.

The scope of the project that we anticipate completing within the four to six week window would include the majority of the masonry repairs, metal work of the flashing and eavestroughs, and the upper roof. The repairs to the sloped metal roof and any repairs to the lower two roofs would not be included.

The project would include the submission of a weekly budget update with the progress and dollar documented, that would help assess the week ahead and ensure the project stays on budget. The start date would be the beginning of September 2025.

OPTIONS

1. Approve the award of the project as presented.
2. Do not approve the awarding of the project as presented and defer to 2026.

COMMUNICATION AND ENGAGEMENT

The contractor and consultant will be notified of the decision.

ATTACHMENTS

Revision 1 19.08.2025 Brxton – Humboldt & District Museum Repairs

FINANCIAL IMPLICATIONS

The project budget is \$108,000.

Budget

Consulting Fees	\$ 9,500
Consultant Travel	\$ 825
Brxton Masonry	\$ 86,200
Contingency	\$ 5,300
PST	<u>\$ 6,060</u>
Total	\$107,885

As this project will not complete all of the necessary repairs to the building, administration anticipates requesting funds for another phase of work in the 2026 budget. The condition and plan for the roof is part of the overall assessment of city owned roofs which will be brought to council for consideration.

CONCLUSION

The long term conservation of this local, provincial and national historic site is contingent upon appropriate care and maintenance of the building envelope.

MASONRY PROPOSAL

inquiries@brxton.ca

ISNetWorld: (400-249705)

Billy Pilon
(306) 721-0277

TO: City of Humboldt, Community & Leisure Services Department

EMAIL: leisuredirector@humboldt.ca

ATTENTION: Mike Ulriksen

PROJECT:	Humboldt & District Museum Repairs 2025 - 07-CS R1		
OUR FILE:	25SK171	ADDENDA ACKNOWLEDGED:	0
DATE:	August 19, 2025	BID VALIDITY:	10 Days

BASE BID: **\$216,000.00**

Tender Pricing is Based on the Following:

1. GST and PST are not included in the base bid.
2. Delegated design, engineering, and material testing are not included.
3. Issued contracts will not be considered without reference to our bid proposal including pricing and qualifications.

Clarifications, Alternate, and Separate Prices:

1. Brxton will strive for but cannot guarantee exact material type matches.
2. Hazardous Material Abatement by others if required.
3. Power connection supply provided by owner.

Brxton proposes the following cost efficiencies and scope modification for budget consideration:

Owner to provide for construction to reduce site costs - AWP lift (height to meet needs 80'), permits, lane closure, traffic delineation (we will support), access to washroom, business license not required.

Brxton will provide 2 person crew for critical needs repair. Masonry repair / repoint / replace, Critical metal failures & intersecting materials (metal to brick junctions), specified sealant to upper roof and fall arrest as required.

Brxton anticipates 4 - 6 weeks for onsite activity working under a T & M agreement. Remote cost Rate sheet attached.

Budget \$60 - \$80k - work needs to begin Sept 1st for fair weather season.

TIME AND MATERIAL RATE PROPOSAL

Industrial

TO: JCK Engineering
 EMAIL:
 ATTENTION: Brad Taylor

PROJECT:	Humboldt & District Museum Repairs 2025 - 07-CS
OUR FILE:	25SK171
DATE:	August 19, 2025

Rates are Based on the Following:

1. Rates are project specific and are good for the duration of this project or one year, whichever is shorter.
2. Labour rates are inclusive of all remote costs, burdens, overhead, and fee.
3. Internal equipment rates as provided below are inclusive of overhead and fee. Weekly rates on 32 hours and up. Km surcharge will apply to out of town work at \$0.68 per km.
4. Material and external equipment rates as noted below.

Hourly Labour Rates:

	<i>Regular Time</i>
<i>Site Super/ Foreman:</i>	\$132.00
<i>Bricklayer:</i>	\$127.00
<i>Labourer:</i>	\$124.00

Equipment / Material Rates:

<i>Internal Equipment :</i>	<i>Daily</i>	<i>Weekly</i>
Small Tools:	\$75.00	\$250.00
Crew Truck:	\$250.00	\$600.00
Manlift	External or owner supplied	
<i>External Rentals:</i>	Cost plus overhead and fee	
<i>Material:</i>	Cost plus overhead and fee	
<i>Overhead:</i>	15%	
<i>Fee:</i>	10%	