



**City of Humboldt**  
**September 8, 2025 - Special Meeting of Council - 05:30 PM**

- 1 Call To Order**
- 2 Land Acknowledgement**
- 3 Adopt Agenda**
  - 3.1 Conflict of Interest
- 4 Bylaws**
  - 4.2 Community Development Coordinator - Bylaw No. 16/2025 - A bylaw to amend Bylaw No. 03/2016 known as the Official Community Plan
    - 📎 Report - Bylaw No. 16/2025 - A bylaw to amend Bylaw No. 03/2016 known as the Official Community Plan 1
    - 📎 Bylaw No. 16/2025 - A bylaw to amend Bylaw No. 03/2016 known as the Official Community Plan 1
  - 4.2.1 First reading - Bylaw No. 16/2025 - A bylaw to amend Bylaw No. 03/2016 known as the Official Community Plan
- 5 New Business**
  - 5.1 Recommendation - Director of Public Works - Veteran Banner Request
    - 📎 Report - Veteran Banner Request
  - 5.2 Recommendation - Director of Public Works - Traffic Counts for Future Study
    - 📎 Report - Traffic Counts for Future Study
  - 5.3 Recommendation - Director of Public Works - Urban Highway Connector Program Expression of Interest
    - 📎 Report - Urban Highway Connector Program Expression of Interest
- 6 Adjourn**

## CITY OF HUMBOLDT REPORT

**TITLE:** Bylaw No. 16/2025 – A Bylaw to Amend Bylaw No. 03/2016 known as the Official Community Plan

**PREPARED BY:** Oriyomi Razak, Community Development Coordinator

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

**PREPARED FOR:** City Council

**DATE:** September 8, 2025

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## RECOMMENDATION

That this report be accepted for information and filed.

## BACKGROUND

In accordance with Section 34(2) of The Planning and Development Act, 2007, the Future Land Use Map within the 2016 Official Community Plan (OCP) must correspond with the Zoning Bylaw’s zoning map.

Currently, the land in question is designated as Parks, Recreation and Open Spaces on the OCP Future Land Use Map. However, the City of Humboldt adopted Bylaw No. 08/2024 to rezone to a portion of the parcel in 2024 to accommodate residential development, and it appears that an accompanying OCP amendment was not completed at that time to ensure alignment between the two bylaws.

Council has already approved the related zoning bylaw amendment, and Ministerial approval for Bylaw No. 13/2025, being a bylaw to provide for the sale of dedicated lands, is currently pending with the Ministry of Government Relations – Community Planning. Approval is expected upon amendment of the OCP.

## CURRENT SITUATION

To maintain consistency between the OCP and the Zoning Bylaw, an amendment to the OCP Future Land Use Map is now required. This amendment seeks to re-designate the subject property, identified as **Proposed Parcel E**, from **Parks, Recreation and Open Spaces** to **Residential**.

In accordance with The Planning and Development Act, 2007, City Council is hereby requested to give first reading to a bylaw to amend the City of Humboldt Official Community Plan Bylaw No. 03/2016 by re-designating Proposed Parcel to Residential.

This proposed OCP amendment is intended to facilitate future residential development on the subject property and ensure that the City’s planning documents remain consistent and aligned.

**OPTIONS**

1. Approve the recommendation as presented.

**ATTACHMENTS**

- Bylaw No. 16/2025 - A Bylaw to amend Bylaw No. 03/2016 known as the Official Community Plan under subsection 29(2) of the Planning and Development Act, 2007.

**COMMUNICATION AND ENGAGEMENT**

In accordance with Section 35 of *The Planning and Development Act, 2007*, any amendments to the Official Community Plan must be adopted by bylaw and provide opportunities for public participation as outlined in Part X of the Act. Pursuant to Section 207(5), a public notice is required to be published at least four weeks prior to the public hearing. The City of Humboldt issued such notice regarding its intention to consider a bylaw to amend the City of Humboldt Official Community Plan Bylaw No. 03/2016.

**FINANCIAL IMPLICATION**

There are no direct financial implications of accepting this report.

**CONCLUSION**

The proposed conversion aligns with Section 8 of The Planning and Development Act, 2007, which requires municipalities to act in the overall public interest. Expanding residential opportunities strengthens our local economy, supports family growth, and enhances community vitality.

This decision does not diminish the importance of parks and open spaces in Humboldt. Rather, it reflects Council’s responsibility to balance competing priorities and ensure that land resources are used to their highest and best potential for the benefit of all residents.

# CITY OF HUMBOLDT

## BYLAW NO. 16/2025

### **A BYLAW TO AMEND BYLAW NO. 03/2016 KNOWN AS THE OFFICIAL COMMUNITY PLAN UNDER SUBSECTION 29(2) OF THE PLANNING AND DEVELOPMENT ACT, 2007**

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

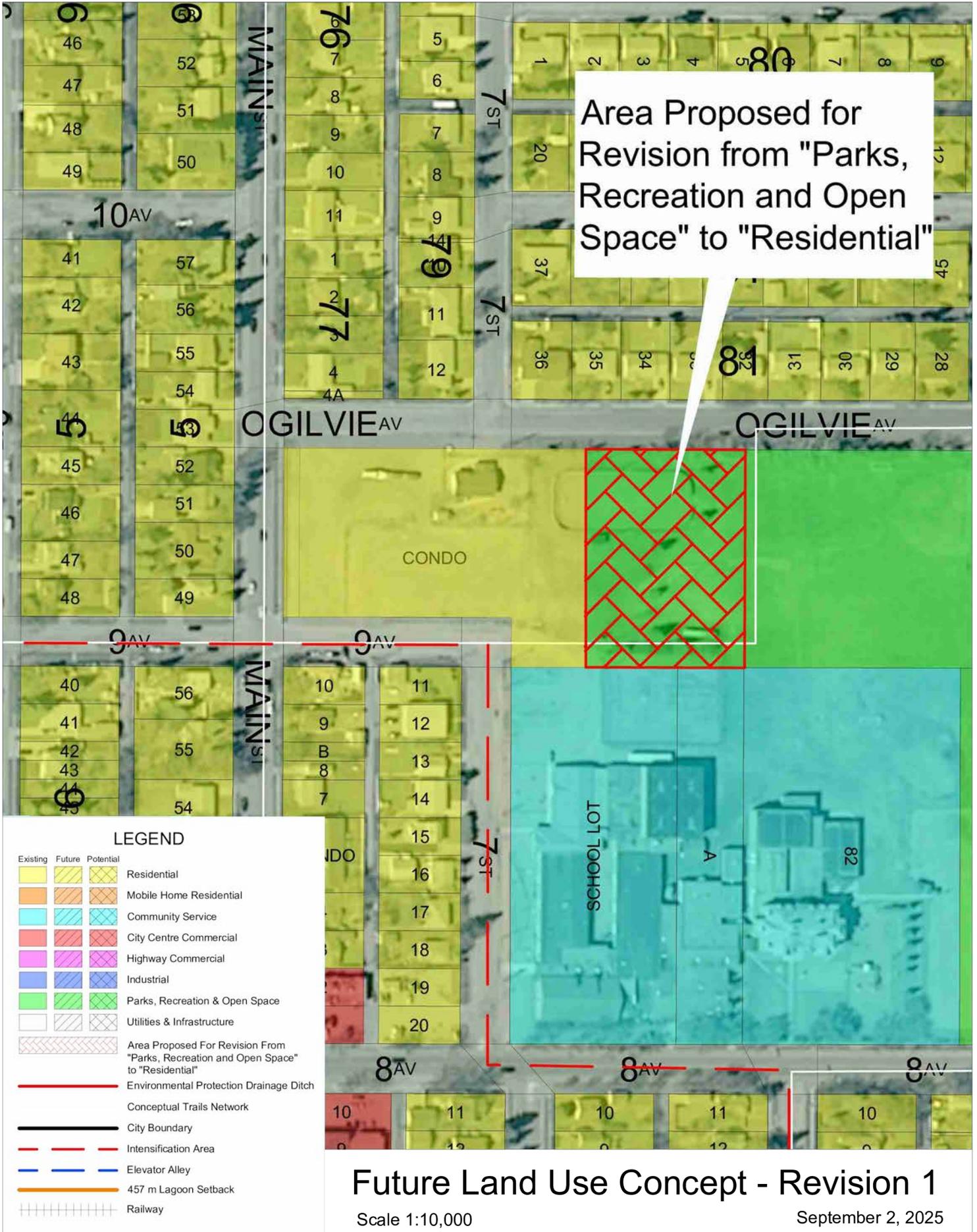
1. That the map referred to as Map 1 – Future Land Use Concept in Section 12 of Bylaw No. 03/2016 be amended in the following manner:
  - a. That a section of Parcel MR1 Plan 64H05159 future land use be changed from “Parks, Recreation and Open Spaces” to “Residential”, as shown on attached drawing marked as Appendix “A” which forms part of this Bylaw.
2. That this Bylaw shall come into force and take effect upon the date it is approved by the Minister of Government Relations.

\_\_\_\_\_  
Mayor – Rob Muench

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Interim City Clerk – Jace Porten

INTRODUCED AND READ A FIRST TIME THIS 8<sup>th</sup> DAY OF SEPTEMBER 2025.  
READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2025.  
READ A THIRD AND FINAL TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2025.

# APPENDIX A



## CITY OF HUMBOLDT REPORT

**TITLE:** Veteran Banner Request

**PREPARED BY:** Peter Bergquist, P.Tech; Public Works and Utilities Director

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

**PREPARED FOR:** Special City Council

**DATE:** September 8, 2025

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### RECOMMENDATION

That Council authorize the annual installation of Legion Veteran Banners on City streetlight poles in support of the Royal Canadian Legion Branch #28 – Humboldt.

### BACKGROUND

In April, the Royal Canadian Legion Branch #28 – Humboldt approached the City with a request to support the installation of Veteran Banners along Main Street (Highway 20) in advance of Remembrance Day. The initiative aims to honor local veterans and raise community awareness.

City administration reviewed the request and engaged with the Legion to understand the scope of the project. SaskPower was contacted to obtain permission for the proposed banner dimensions (30" x 60"), which exceed standard sizing. Approval was granted, and staff advised the Legion to proceed with preparations for a potential launch in 2025.

The Legion is responsible for sourcing the banners and associated hardware. They are actively seeking sponsorships from families of veterans, collecting community donations, and fundraising to support banners for veterans without immediate family connections.

### CURRENT SITUATION

The Legion has indicated that banners may not be ready for installation in 2025, but they anticipate full readiness by 2026.

The Legion will provide the banners and hardware and has requested that the City undertake the annual installation and removal of the banners at the City's expense. The installation period would be approximately 3–4 weeks prior to Remembrance Day, with removal shortly thereafter to accommodate Christmas decorations.

**OPTIONS**

- Approve the annual installation of Veteran Banners as requested
- Decline the request
- Modify the scope or location of the project

**ATTACHMENTS**

- N/A

**COMMUNICATION AND ENGAGEMENT**

The Royal Canadian Legion Branch #28 will be informed of Council's decision.

**FINANCIAL IMPLICATION**

There are minimal financial implications for 2025, contingent on banner availability. Future annual installation costs are estimated between \$1,000 and \$3,000, depending on the number of banners installed. These costs would be absorbed within the department's operating budget.

**CONCLUSION**

The installation of Veteran Banners along City streetlights represents a meaningful tribute to local veterans and aligns with community values of remembrance and recognition. Staff recommend supporting the initiative through annual installation services.

## CITY OF HUMBOLDT REPORT

**TITLE:** Traffic Counts for Future Study  
**PREPARED BY:** Peter Bergquist, P.Tech; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Special Council  
**DATE:** September 8, 2025

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### RECOMMENDATION

That Administration be authorized to engage a qualified consultant to collect traffic volume data along major transportation corridors at an estimated cost of \$30,000 plus applicable taxes.

### BACKGROUND

The City continues discussions with the Ministry of Highways and Infrastructure (MHI) regarding a potential partnership in a comprehensive transportation planning process with the City of Humboldt and the RM of Humboldt. This process will include short-, medium-, and long-term planning components.

#### Short-Term Planning may include:

- Pedestrian access and safety improvements
- Street lighting enhancements
- Road speed limit reviews, including Hwy 5 commercial corridor west of the city
- School and playground zones
- Signage improvements

#### Medium-Term Planning may include:

- Traffic signal review and needs assessment
- Intersection safety evaluations and future improvements
- Turning lanes and lane configuration analysis
- Street tree impacts on road widths
- Heavy truck and dangerous goods traffic volume and route assessments
- Access point evaluations and potential intersection restrictions

#### Long-Term Planning may include:

- Potential location of a highway bypass around the City
- Identification of major industries and traffic destinations

## **CURRENT SITUATION**

While a formal agreement for the overall traffic study is pending, one of the common delays in such studies is the collection of accurate traffic counts at key intersections. Fall is an optimal time for traffic data collection, followed by Spring, as both seasons reflect regular traffic patterns with schools in session.

MHI has expressed support for the City’s proposal to collect traffic counts this fall. This proactive step will ensure that accurate baseline data is available when the broader study begins, allowing it to proceed efficiently through the winter months.

The proposed approach involves soliciting three proposals from MHI-qualified consultants to collect traffic volume data using consistent methodologies. This will likely include the temporary installation of video-based traffic monitoring equipment. The resulting reports will detail traffic types (passenger vehicles, heavy trucks, cyclists, pedestrians), turning movements, and volume by time of day. These reports will inform the broader short-, medium-, and long-term planning study.

## **OPTIONS**

- Approve staff to seek proposals for traffic volume data collection
- Do not approve the project
- Modify the project scope as directed by Council

## **ATTACHMENTS**

- N/A

## **COMMUNICATION AND ENGAGEMENT**

MHI will be informed of Council’s decision regarding this initiative.

## **FINANCIAL IMPLICATION**

The full traffic study is estimated to cost approximately \$150,000, with MHI expected to fund 50% (\$75,000). The remaining cost would be shared by the City and its partners, potentially including the RM of Humboldt.

The proposed traffic count initiative is estimated at \$30,000, covering equipment rental, coordination, and report generation. Staff anticipate that this expenditure will be credited toward the City’s share of the full traffic study when approved.

## **CONCLUSION**

Collecting traffic volume data this fall will provide the City with accurate, timely information on its major transportation corridors. This will ensure the broader traffic



study can begin promptly and proceed efficiently, ultimately supporting informed planning decisions for the community.

## CITY OF HUMBOLDT REPORT

**TITLE:** Urban Highway Connector Program Expression of Interest  
**PREPARED BY:** Peter Bergquist, P.Tech; Public Works and Utilities Director  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Special Council  
**DATE:** September 8, 2025

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### RECOMMENDATION

That the City of Humboldt submit an application to the Urban Highway Connector Program (UHCP) for funding in the amount of approximately \$569,000 plus applicable taxes.

### BACKGROUND

The Ministry of Highways and Infrastructure (MHI) has invited Expressions of Interest for the 2026 construction season under the Urban Highway Connector Program (UHCP). Staff are preparing applications and require Council resolution to proceed with the proposed projects.

### CURRENT SITUATION

Staff are preparing two applications and require Council to confirm project priorities.

#### Priority #1 – Kruse Road (8th Avenue West Service Road) Resurfacing

- From 21st Street to 17th Street
- Includes a short section of 17th Street from Kruse Road to Highway 5
- Resurfacing Kruse Road is an original obligation owed to the City by MHI at no cost, as part of the initial UHCP agreement
- Upon completion, the road becomes the City of Humboldt’s responsibility for ongoing maintenance
- Any curbing repairs or modifications would be fully funded by the City

#### Priority #2 – Andreason Road (8th Avenue East Service Road) Resurfacing and West Side Reconfiguration

- From 8th Ave (Hwy 5) on east end to 1<sup>st</sup> Street.
- Including a short section of 1st Street from Kruse Road to 8<sup>th</sup> Ave (Hwy 5)
- From 1st Street to Golf Course Road – reconfiguration funded 100% by the City of Humboldt

- The resurfacing portion is also an original obligation owed to the City by MHI
- The proposed reconfiguration includes extending Andreason Road and permanently removing the 1st Street highway entrance to improve traffic flow and safety. This portion is fully funded by the City

**OPTIONS**

- Approve the UHCP applications as presented
- Decline to submit UHCP applications
- Submit modified project scope as directed by Council

**ATTACHMENTS**

- 3 Images - Locations and areas of the proposed work

**COMMUNICATION AND ENGAGEMENT**

The UHCP application deadline is September 22, 2025, at 11:59 AM.

**FINANCIAL IMPLICATION**

| Project                | UHCP Expenditure | City Expenditure | Total            |
|------------------------|------------------|------------------|------------------|
| Kruse Road Resurfacing | \$303,000        | \$0              | \$303,000        |
| Andreason Road         | \$201,000        | \$65,000         | \$266,000        |
| <b>Total</b>           | <b>\$504,000</b> | <b>\$65,000</b>  | <b>\$569,000</b> |

**CONCLUSION**

The UHCP provides a valuable opportunity for the City to address aging infrastructure at minimal cost. Resurfacing Kruse Road aligns with recent development in the area, making the timing ideal. If approved, the Andreason Road reconfiguration will improve traffic safety and reduce confusion at the highway intersection.



Figure 1: Kruse Road - Proposed UHCP Eligible Area



Figure 2: Andreason Road - Proposed UHCP Eligible Area



Figure 1: Proposed Future Plan for Reconfiguration of Andreason Rd