# City of Humboldt
## November 10, 2025 - Executive Committee - 05:30 PM

1 **Call To Order**

2 **Land Acknowledgement**

3 **Adopt Agenda**

3.1 Conflict of Interest

4 **Delegations**

5 **Correspondence**

6 **Reports From Administration**

6.1 Director of Protective Services' Reports

- Report - Director of Protective Services

6.2 City Controller's Report

- Report - Corporate Services & Finance

6.3 Director of Cultural Services' Report

- Report - Director of Cultural Services

6.4 Marketing and Development Manager's Report

- Report - Marketing and Development Manager

6.5 Director of Leisure Services' Report

- Report - Director of Leisure Services

6.6 Director of Public Works' Report

- Report - Director of Public Works

6.7 Leisure Service Project Summary Report

- Report - Leisure Service Project Summary

7 **New Business**

7.1 Recommendation - Director of Cultural Services - Permanent Art Collection

- Report - Permanent Art Collection

7.2 Recommendation - Director of Public Works - Design Standard Manual update

- Report - Design Standard Manual update

7.3 Recommendation -Director of Public Works - Accessibility Stall Request - 239 Main Street

- Report - Accessibility Stall Request - 239 Main Street

8 **Enquiries**

10 Next Meeting

11 Adjourn

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | Director of Protective Services Report |
| **PREPARED BY:** | Mike Kwasnica, Director of Protective Services |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

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**RECOMMENDATION**
That this report be accepted for information and filed.

**BACKGROUND**
This report reflects the activities of the protective services for the month of October 2025.

**CURRENT SITUATION**
Notable information and updates:

1. **Fire Department -**
   - In City Area: 11 responses
     - 6 – Residential Fire alarm responses.
     - 3 – Commercial Fire Alarm responses.
     - 1 – Rcmp Assist.
     - 1 – Service call.
   - Weekend Standbys: 1 (Thanksgiving weekend)
   - Fire Department Practice: 2
     - Open House for fire prevention week.
     - Vehicle Extrication theory.
   - HDFPA Area: 2 responses
     - 1 – Combine Fire
     - 1 – 2 vehicle MVC mutual aid for the RM of Grant.

   - There were no inspections in October

2. **Emergency Measures Operations**
   - A meeting was held ion Humboldt to meet with all of the stakeholders for the Regional Group. Ray was out and provided a timeline of events for the next year of what we need to complete to be able to move forward. It was discussed the hiring of a person to look after the region for the beginning of 2027.

**3. Occupational Health and Safety**

- Creating On-Boarding materials for each department
- Attended 1 day safety conference-North Battleford
- Review Emergency Response Plans
- Incident Investigations
- AED City Review
- Site Visits/Audits/Discussions
- Safety Orientations for Employees and Contractors
- Safe Work Procedure Revision/Development
- Worksite Inspections/Site Visits

**OPTIONS**

1. Approve the recommendation.
2. Not approve of the recommendation.

**ATTACHMENTS**

CSO Report for October.
RCMP Report for October.
Planning Department Report for October.

**COMMUNCATION AND ENGAGEMENT**

No external communications or engagement required.

**FINANCIAL IMPLICATION**

N/A

**CONCLUSION**

All areas within Protective Services continue to see increases in service.

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | CSO Report for October 2025 |
| **PREPARED BY:** | Justin Tarrant, Community Safety Officer |
| **REVIEWED BY:** | Mike Kwasnica, Director of Protective Services |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | October 31, 2025 |

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**RECOMMENDATION**
That this report be accepted for information and filed.

**BACKGROUND**
This report reflects the activities of the CSO's for the month of October 2025.

**CURRENT SITUATION**
October is historically a busy month for public education. This month there was A Fraud prevention, Ag Safety, Distracted Driving, and Senior Safety Symposium that were completed. The CSO's also continued with back alleys and yards trying to wrap up an outstanding orders or commitments before the snow starts. There were 34 calls for service, through phone, email or city reporter.

CSO Ehalt spent 4 days in Lanigan, 4 in Watson and 4 here in Humboldt.

CSO Tarrant had 2 car seat installs this month in addition to the four days of Public Education.

CSO Tarrant and Ehalt had one ride along with Councillor Rowe and Korte.

The CSO's addressed the following violations/concerns:

**Traffic/Parking Bylaw:**
During the month of October there were 12 traffic concerns addressed.

**Traffic Safety Act:**
During the month of October there were approximately 18 traffic stops completed, resulting in 7 summary offence tickets. And 3 bylaw tickets.

Tickets for October are as follows:

- 4 – 241.1(2) – Cellphone

- 1 – 199(1)(B) – Speeding
- 1 – 199(2.1) – Exceed speed limit by more than 35km
- 1 – 212(4) – Pass school bus with stop arm in operation

**Property Maintenance:**

October brings a change in weather, and we begin to wrap up all outstanding orders. There are still a couple properties we are working with to get complete before the snow arrives.

**Animal Control:**

October had 2 concerns for animal control

- One was for loose dogs
- One was a cat trap request

**RCMP Assists:**

Two assists to the RCMP this month. One file was in relation to damage to a parked vehicle. And the other was in relation to littering.

**OPTIONS**

1. Approve the recommendation.
2. Not approve the recommendation.

**ATTACHMENTS**

None.

**COMMUNCATION AND ENGAGEMENT**

The CSO's continue to field complaints as they come in, finding acceptable conclusions in a timely manner. In situations where there is nothing illegal, or against any City bylaws, the CSO provides suggestions for resolutions.

**FINANCIAL IMPLICATION**

N/A

**CONCLUSION**

Continued communication and proactive measures are essential in maintaining and enhancing community safety. The CSO program is committed to addressing community concerns and complaints both through communication and enforcement.

RCMP·GRC
ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

NCO i/c RCMP
Box 1480
Humboldt, Sask.
S0K 2A0

November 3, 2025

City of Humboldt
Box 640
Humboldt, Sask.
S0K 2A0

City of Humboldt – Updated Police Report for the Month of October, 2025.

Please find the attached Police Report for the month of October 2025.

Reported incidents are up this month (160) as compared to last month (118), and up from October 2024 (131). Traffic charges are up this month (32) compared to last month (24) and down from October 2024 (38).

There were (3) reported False Alarms this month. This is down from last month (6), and down from October 2024 (9).

Criminal Record Checks are completed on a walk-in basis on Tuesday, Wednesday and Thursday of every week. No appointments are needed. The total number of record checks completed this month was 142.

If you have any questions or concerns, please feel free to contact us at your convenience.

Yours truly,

S/Sgt Rod Rudnisky
Detachment Commander - Humboldt RCMP

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

RCMP·GRC
ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

# HUMBOLDT CITY DETACHMENT

## FALSE ALARM REPORT

## MONTH OF OCTOBER 2025

| | DATE | HOURS | LOCATION | OVERTIME | ATTENDED |
|---|---|---|---|---|---|
| 1 | 2025-10-15 | 15:07 | 122 9 Street | N | N |
| 2 | 2025-10-24 | 01:42 | 326 3 Street | N | N |
| 3 | 2025-10-25 | 16:34 | 122 9 Street | N | N |

# HUMBOLDT CITY DETACHMENT

## POLICING STATISTICS

## MONTH OF OCTOBER 2025

| HUMBOLDT MUNICIPAL 2024 | HUMBOLDT MUNICIPAL 2025 | OFFENCE CATEGORY |
|---|---|---|
| 3 | 3 | MVA's (Fatal/injury/Property Damage) |
| 38 | 32 | Traffic Offences (Charges Laid) |
| 5 | 26 | Traffic Offences (No Charges Laid) |
| 1 | 0 | Traffic Offences (Criminal Code) |
| 1 | 0 | Impaired Operation of Motor Vehicle |
| 0 | 0 | Dangerous Driving (Criminal Code) |
| 8 | 32 | Provincial Statues |
| 1 | 3 | Municipal Bylaws |
| 4 | 10 | Other Criminal Code/Federal |
| 1 | 0 | Offensive Weapons |
| 0 | 0 | Drug Trafficking |
| 0 | 1 | Drug Possession |
| 0 | 1 | Sexual Offences |
| 2 | 1 | Robbery/Extortion/Harassments/Threats |
| 6 | 4 | Assaults |
| 1 | 6 | Theft Under $5,000/Possess Stolen Prop. |
| 1 | 2 | Theft Over $5,000/Theft of motor vehicle |
| 17 | 7 | Mischief |
| 2 | 2 | Frauds |
| 1 | 4 | Break, Enter and Theft |
| 9 | 3 | False Alarms |
| 30 | 23 | Other (Susp vehicle, animal calls, missing person, wellbeing check) |
| 131 | 160 | Total Calls |

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | Community Development Coordinator's Report |
| **PREPARED BY:** | Oriyomi Razak, Community Development Coordinator |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | Oct 29, 2025 |

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**RECOMMENDATION**
That this report be accepted for information and filed.

**BACKGROUND**
This report reflects the activities of the planning department for the month of October

**CURRENT SITUATION**
Notable information and updates:

**Permits Issued**

| Category | Number Issued | Details |
|---|---|---|
| **Residential** | 12 | 7 New Single-Family House/RTM Modules<br>2 Detached Garages<br>1 Demolition (House & Garage)<br>1 Spa/Hot Tub<br>1 Alteration – Shop Addition |
| **Commercial** | 5 | 1 Demolition<br>1 Gas Bar<br>1 Alteration – Pizza Place<br>1 Development Permit – Recreation Facility<br>1 Development Permit – Quill Centre A |
| **Signs** | 1 | 2 Fascia Signs |
| **Total** | **18** | |

**Inspections Completed**

| Inspection Class | Total | Breakdown | Conducted by |
|---|---|---|---|
| **Class 1** | 15 | 1 Final<br>5 Footing<br>4 Foundation<br>3 Framing<br>1 Insulation<br>1 Site | Deputy Fire Chief |
| **Class 2/3** | 2 | | MuniCode |
| **Total Inspections** | **17** | | |

**Upcoming Discretionary Public Hearing**

| Location | Use Type |
|---|---|
| 107 Main Street | Construction Trade |

**Major Projects**
South Area Structure Plan
South 40 Development
101st Street Subdivision
Caleb Subdivision

**OPTIONS**

1. Receive information and file.

**ATTACHMENTS**

A. Spreadsheet displaying detailed permit stats.

**COMMUNICATION AND ENGAGEMENT**
Public notices will be posted pursuant to Part X of *The Planning & Development Act, 2007.*

**FINANCIAL IMPLICATION**
The city received **$42,054.00** in permit fees in October. The fees help cover administrative costs such as review and inspection time.

**CONCLUSION**
The number of permits issued in October increased by 11 compared to September. This rise is largely attributed to the BHP Jansen Housing Stimulation Program, which aims to spur housing development through infrastructure support and rental guarantees. Some

developers benefited from the program's grants, contributing to the overall increase in permit activity. Additionally, there was a noticeable rise in alteration and renovation permits, likely influenced by residents seeking to complete construction projects before the onset of winter weather.

**City of Humboldt**
715 Main Street PO Box 640
Humboldt, SK S0K 2A0
**P:** 306-682-2525 **F:** 306-682-3144

# Building Permit Statistics

**Current Period:** 10/1/2025 to 10/29/2025
**Status:** Issued
**City:** All

## Permits

| | 2024 | | | 2025 | | |
|---|---|---|---|---|---|---|
| **Description** | **#Permits** | **Fees Paid($)** | **Estimated Value($)** | **#Permits** | **Fees Paid($)** | **Estimated Value($)** |
| **New Construction** | | | | | | |
| Single Unit Dwellings | 3 | $600.00 | $245,000.00 | 7 | $20,090.00 | |
| Multi-Unit Dwelling Building | 0 | | | 0 | | |
| Commercial & Industrial | 0 | | | 1 | $18,100.00 | |
| Government & Institutional | 0 | | | 0 | | |
| **Renovations & Additions to Existing** | | | | | | |
| Single Unit Dwellings (inc. garages & carports) | 1 | $200.00 | $15,000.00 | 3 | $2,100.00 | $350,000.00 |
| Multi-Unit Dwelling Building | 0 | | | 0 | | |
| Commercial & Industrial | 2 | $190.00 | $25,000.00 | 3 | $1,130.00 | |
| Government & Institutional | 0 | | | 0 | | |
| **Demolitions (Removal of a Building)** | | | | | | |
| Demolitions | 0 | | | 2 | $634.00 | $88,750.00 |
| **TOTAL FOR THIS PERIOD** | **6** | **$990.00** | **$285,000.00** | **16** | **$42,054.00** | **$438,750.00** |
| **YEAR TO DATE** | **70** | **$90,260.90** | **$31,434,635.00** | **88** | **$101,637.02** | **$10,837,150.00** |

## Dwelling Units

| | 2024 | 2025 |
|---|---|---|
| **Description** | **# Dwelling Units** | **# Dwelling Units** |
| **New Dwelling Units** | | |
| Single Unit Dwellings (Houses & Suites) | 3 | 7 |
| Multi-Unit Dwellings | 0 | 0 |
| **Dwelling Units Removed** | | |
| Dwelling Units Removed | 0 | 2 |
| **TOTAL FOR THIS PERIOD** | **3** | **5** |
| **YEAR TO DATE** | **31** | **23** |

| 2024 | 2025 |
|---|---|
| **# Secondary Suites** | **# Secondary Suites** |
| 0 | 0 |

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | City Controller's Report |
| **PREPARED BY:** | Jace Porten, City Controller |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

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## RECOMMENDATION

That this report be accepted for information and filed.

## BACKGROUND

This report is intended to provide an update on the ongoings of the Corporate Services department, along with actual revenue and expenditure information for year-to-date operations of the City, in comparison to budgeted activities and the previous year's year-to-date expenditures.

## CURRENT SITUATION

Administration has began exploring alternatives for the anticipated replacement of the Enterprise Resource Planning (ERP) system, with the upcoming end of life of Microsoft Dynamics Great Plains software in 2029. The costs of moving to an alternative have budget implications that likely require resources allocated in the 2027 budget to address. The review of moving to more streamlined HR Management software has continued with the City looking into options that could include enhancing payroll processes and integration.

Work on the 2026 proposed budget continues, Administration's goal is to have the proposed budget completed by November 17th and make it available prior to the beginning of Budget deliberations on December 1st, 2025.

## COMMUNCATION AND ENGAGEMENT

No external communications or engagement required.

## ATTACHMENTS

- Finance Manager's Report

## FINANCIAL IMPLICATION

There are no direct financial implications for this report.

**CONCLUSION**

Recommend that the City Controller's Report be accepted as presented.

**CITY OF HUMBOLDT REPORT**

**TITLE:** Finance Manager's Report - Budget to Actual

**PREPARED BY:** Connor Piller, Finance Manager
**REVIEWED BY:** Jace Porten, City Controller
**PREPARED FOR:** Executive Committee
**DATE:** November 10, 2025

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## RECOMMENDATION

That this report be accepted for information and filed.

## BACKGROUND

This report provides actual revenue and expenditure information for year-to-date operations of the City, in comparison to budgeted activities with comparison to the previous year.

## CURRENT SITUATION

The attached report shows the revenues and expenditures for the first ten months of 2025. Some variances exist due to timing of allocated budget, and when the expenses or revenues are recorded.

Variances greater than $30,000 are listed below:

| Cost Centre | Variance | Explanation |
|---|---|---|
| Taxation & Grants – Property Taxes | (32,242) | This outage is due to the City levying approximately $50,000 more than what was budgeted. This difference can be attributed to the fact that this year was a revaluation year which introduces a larger amount of uncertainty regarding property assessment. |
| Taxation & Grants – Grants | 578,161 | The primary driver of this variance is due to the lack of receipt of ICIP grant funding throughout the month of October relating to the Wastewater Treatment Facility. This is mostly an issue of timing and will likely revert towards budget throughout the rest of the year. |
| **General Government – General Administration** | **(51,413)** | **Throughout the majority of the year, Corporate Services was without a senior member of staff who has recently returned to work. This absence has been the cause for the majority of this cost centre's outage.** |

| | | |
|---|---|---|
| General Government – Information Technology | (70,462) | Due to a lack of IT systems maintenance being required so far this year as well as a budgeted-for-position being currently unfilled, this cost centre is currently favourable. This variance has remained stable thus far and will likely persist throughout the remainder of the year. |
| **Fire & Building Inspections – Fire Protection Administration** | **(61,143)** | **Earlier in the year, Humboldt firefighters were dispatched to aid in the efforts against the northern wildfires. As a result, the City has invoiced the province for its service, receiving approximately $175,000 thus far, which is the primary cause of this cost centre's variance. This outage will remain until year end and may affect the year 2026.** |
| **Fire & Building Inspections – Building Inspection Services** | **(34,567)** | **Throughout the year the City has received more building permit fees than was anticipated driving most of this variance. Related, the City has also required less from professional services. This variance will likely persist until year end.** |
| **Planning and Development – Economic Development** | **(34,345)** | **During the 2025 budget, the position of Development and Marketing Manager was budgeted for. The position was filled later in the year than anticipated causing this favourable variance.** |
| Planning & Development - Planning & Development | (74,926) | Within this department is the position of Planning Coordinator which was vacated earlier in the year and provides for the favourable variance within this cost centre. It is likely that this variance will remain until year end. |
| Leisure Services – General Recreation Administration | 91,861 | This cost centre's unfavourable position is due to an unbudgeted grant from the City of Humboldt to the Humboldt Golf Course of $100,000. This cost centre will likely remain in this state for the rest of the year. |
| Leisure Services – Aquatic Centre | 162,844 | The unfavorable outage of this cost center is due to the purchase of two heat exchangers earlier in the year. The hot tub heat exchanger and replumbing was completed in 2025. The installation of the heat exchanger for the main pool, along with three pumps currently on order will occur at the 2026 shutdown, however a deposit on two pumps and the purchase of the third are accounted for in the current operational expenditures. |

| | | |
|---|---|---|
| Cultural Services – Museum Building | (34,001) | The cause for this variance is due to a budget allocation error with respect to staff vacation being budgeted within this cost centre but being recorded in the Admin cost centre. This error has been noted and remedied for the 2026 Budget. |
| Transportation – Transportation Administration | (115,522) | The favourable variance within this cost centre is primarily due Public Works staff spending time elsewhere within the department. The favourable variance of hourly wages within this cost centre will be offset by those in other cost centres such as Storm Water Infrastructure or the Airport. Playing a more minor, but significant role, is the vacancy of the Public Works Manager position. This variance is likely to remain at year end. |
| **Transportation – Street Systems** | **(59,960)** | **In 2025, the City implemented a new budgeting approach for certain cost centre's whose activity is not easily predicted. A significant portion of their budgets were transferred to the Street Systems budget to act as a catch all. The favourable outage of this cost centre is to offset the unfavourable outages in those cost centres.** |
| Transportation – Emulsion Roads | 85,437 | This outage is due to a budget allocation process that is new to the City this year. There are a handful of cost centres who's spending is highly dependant on the conditions of that summer or following winter and can therefore vary greatly from their budgeted amount. It is for this reason that the City opted to allot the majority of each of these cost centres budgets to one cost centre, street systems, and allow the director to divvy that budget out as he saw necessary. That being said, there was DL10 special applied along portions of 1st, 3rd, 4th and 12th Avenue at various locations. |
| Utilities – Utility Administration | (74,446) | The favourable position of this cost centre is the result of greater than expected revenues from water and sewer base charges and sales as well as staffing costs being less than anticipated. There is no indication that this trend will cease by the end of the year. |

| | | |
|---|---|---|
| Utilities – Water Main Maintenance | 83,130 | Due to a water main break at the intersections of Highways 5 and 20, this cost centre is currently in an unfavourable position which will likely return to within tolerances throughout the year. |
| Utilities – Sewer Mains | 49,267 | In March, City Hall experienced a sewer back up resulting in the need for professional services to inspect, jet, and vacuum out the sewer main over multiple days. There was also the need for professional services to inspect other potential sewer main breaks elsewhere in the City. Between these expenses as well as regular operations this cost centre is in an unfavourable position which will likely persist into the latter half of the year. |
| Utilities – Lagoon | (418,307) | In 2024, the City was facing significant uncertainty regarding the cash flow requirements for the new Wastewater Treatment Facility (WWTF). As a result, administration anticipated the need for more and larger draws from the WWTF loan than the $5,000,000 currently drawn. This has significantly reduced the amount of interest paid thus far in the year which has resulted in the current variance. |
| Land Development – Land Development | 66,161 | Due to less than anticipated land sales throughout the year, this cost centre is in an unfavourable variance. The City is actively taking steps with the lot draw process to facilitate the sale of land which will likely flip this variance to a favourable one later this year. |

**COMMUNCATION AND ENGAGEMENT**

No external communications or engagement required.

**ATTACHMENTS**

- Budget to Actual for the ten months ending Oct 31, 2025.
- October 2025 Payment Listing.
- October 2025 BMO Statement.

**FINANCIAL IMPLICATION**

There are no direct financial implications from this report.

**CONCLUSION**

Recommend that the Finance Manager's Report be accepted as presented.

| | ACTUAL | YTD BUD | VARIANCE | ANNUAL | PRIOR YEAR |
|---|---|---|---|---|---|
| **Tax and Grants In Lieu of Tax** | | | | | |
| Property Taxes | ($8,959,412) | ($8,927,170) | ($32,242) | ($8,927,220) | ($8,481,201) |
| Grants | -13,634,559 | -14,212,720 | 578,161 | -17,170,710 | -11,466,920 |
| **TOTAL TAXES AND GIL** | **-22,593,971** | **-23,139,890** | **545,919** | **-26,097,930** | **-19,948,121** |
| **Administration** | | | | | |
| General Administration | 468,927 | 520,340 | -51,413 | 645,230 | 295,299 |
| Information Technology | 91,238 | 161,700 | -70,462 | 190,640 | 93,473 |
| City Manager's Office | 193,186 | 192,130 | 1,056 | 225,520 | 182,300 |
| Elected Officials | 157,760 | 161,065 | -3,305 | 188,300 | 143,288 |
| Other General Administration | 26,188 | 30,250 | -4,062 | 34,330 | 28,464 |
| **TOTAL ADMINISTRATION** | **937,299** | **1,065,485** | **-128,185** | **1,284,020** | **742,824** |
| **Communications** | | | | | |
| Corporate Communications | 110,813 | 104,960 | 5,853 | 126,790 | 188,679 |
| **TOTAL COMMUNICATION AND DEV** | **110,813** | **104,960** | **5,853** | **126,790** | **188,679** |
| **Fire and Building Inspections** | | | | | |
| Fire Protection Administration | 343,437 | 404,580 | -61,143 | 584,340 | 362,999 |
| Fire Fleet and Equipment | -78,162 | -79,350 | 1,188 | -117,040 | -55,249 |
| Fire Hall Building | 22,044 | 21,870 | 174 | 26,720 | 22,711 |
| Building Inspection Services | -28,677 | 5,890 | -34,567 | 6,410 | 28,970 |
| **TOTAL FIRE AND BLDG INSP** | **258,642** | **352,990** | **-94,348** | **500,430** | **359,431** |
| **Bylaw and Policing** | | | | | |
| Bylaw Enforcement | 112,365 | 107,190 | 5,175 | 127,000 | 99,468 |
| Animal Licensing & Control | -8,001 | -7,780 | -221 | -7,950 | -6,580 |
| Business Licensing | -77,975 | -84,990 | 7,015 | -85,000 | -78,100 |
| RCMP Policing | 325,616 | 340,630 | -15,014 | 893,110 | 681,777 |
| Other Protective Services | 15,462 | 37,570 | -22,108 | 44,490 | 15,516 |
| Health and Safety | 70,543 | 74,120 | -3,577 | 88,670 | 67,526 |
| **TOTAL BYLAW AND POLICING** | **438,010** | **466,740** | **-28,730** | **1,060,320** | **779,607** |
| **Planning and Development** | | | | | |
| Economic Development | 62,495 | 96,840 | -34,345 | 136,000 | 15,035 |
| Planning and Development | 102,464 | 177,390 | -74,926 | 227,170 | 150,870 |
| **TOTAL PLANNING & DEVELOPMENT** | **164,959** | **274,230** | **-109,271** | **363,170** | **165,905** |
| **Leisure Services** | | | | | |
| General Recreation Administration | 477,051 | 385,190 | 91,861 | 1,123,240 | 380,696 |
| Lottery Grant | -54,297 | -54,300 | 3 | 0 | -45,947 |
| Leisure Pass Program | -64,908 | -58,970 | -5,938 | -75,700 | -67,005 |
| LED Sign | -13,877 | -8,000 | -5,877 | -8,000 | -5,807 |
| Facilities Maintenance | 301,644 | 272,210 | 29,434 | 339,220 | 258,524 |
| Arena | 402,482 | 407,640 | -5,158 | 457,690 | 304,259 |
| Fitness Centre | 4,206 | 13,840 | -9,634 | 18,670 | 3,065 |
| Community Centre | 129,397 | 124,780 | 4,617 | 152,880 | 160,048 |
| Curling Rink | 17,347 | 32,710 | -15,363 | 55,150 | 86,506 |
| Aquatic Centre | 416,914 | 254,070 | 162,844 | 336,160 | 316,311 |
| Concessions | 10,671 | 16,590 | -5,919 | 0 | 20,682 |
| Parks and Playgrounds | 394,214 | 393,710 | 504 | 446,660 | 363,989 |
| Spray Park | 11,180 | 21,780 | -10,600 | 21,790 | 16,244 |
| Community Gardens | 2,816 | 770 | 2,046 | 770 | 1,889 |
| Weed and Insect Control | 1,743 | 17,550 | -15,807 | 17,500 | 904 |
| Urban Beautification | 6,366 | 8,000 | -1,634 | 8,000 | 5,216 |
| Urban Forest | 36,998 | 38,620 | -1,622 | 38,650 | 26,019 |
| Trail System | 3,696 | 10,870 | -7,174 | 12,380 | 6,693 |
| Historical Campground | 6,595 | 11,290 | -4,695 | 12,190 | 8,278 |

| | ACTUAL | YTD BUD | VARIANCE | ANNUAL | PRIOR YEAR |
|---|---|---|---|---|---|
| Recreation Special Events | 76,266 | 98,160 | -21,894 | 158,580 | 87,473 |
| Summer Sizzler | 14,822 | 0 | 14,822 | 0 | 2,759 |
| Joint Use Administration | -6,282 | -13,200 | 6,918 | -9,000 | -2,664 |
| Leisure Services Fleet | -103,295 | -82,350 | -20,945 | -104,460 | -100,924 |
| **TOTAL LEISURE SERVICES** | **2,071,749** | **1,890,960** | **180,788** | **3,002,370** | **1,827,208** |
| **Library** | | | | | |
| Library Services | 182,121 | 189,090 | -6,969 | 205,300 | 171,848 |
| **TOTAL LIBRARY** | **182,121** | **189,090** | **-6,969** | **205,300** | **171,848** |
| **Cultural Services** | | | | | |
| Museum Services | 104,092 | 86,130 | 17,962 | 105,170 | 290,728 |
| Museum Building | 120,659 | 154,660 | -34,001 | 187,900 | 40,388 |
| Merchants Bank - Gallery Building | 133,602 | 136,620 | -3,018 | 165,200 | 41,496 |
| Original Humboldt | 13,117 | 8,590 | 4,527 | 8,930 | -1,075 |
| Humboldt Public Art | 26,212 | 32,300 | -6,088 | 33,000 | -3,016 |
| Water Tower | -2,810 | 6,150 | -8,960 | 7,620 | -857 |
| **TOTAL CULTURAL SERVICES** | **394,872** | **424,450** | **-29,579** | **507,820** | **367,664** |
| **Public Health** | | | | | |
| Waste Mangement | -8,812 | 14,220 | -23,032 | 50,000 | 19,495 |
| Cemetery Administration | -25,834 | -21,100 | -4,734 | -24,940 | -44,915 |
| Mobility Van | 55,989 | 59,340 | -3,351 | 74,500 | -6,243 |
| Transit Fleet | -21,083 | -12,710 | -8,373 | -18,900 | -3,113 |
| Other Public Health | 0 | 9,500 | -9,500 | 9,500 | 12,355 |
| **TOTALPUBLIC HEALTH** | **260** | **49,250** | **-48,990** | **90,160** | **-22,421** |
| **Transportation** | | | | | |
| Transportation Admin | 275,558 | 391,080 | -115,522 | 1,882,540 | 353,911 |
| Street Lighting | 98,483 | 108,100 | -9,617 | 154,420 | 125,195 |
| Street Systems | 484,850 | 544,810 | -59,960 | 589,060 | 451,408 |
| Street Sweeping | 75,886 | 79,490 | -3,604 | 79,580 | 53,353 |
| Storm Water Infrastructure | 210,522 | 200,460 | 10,062 | 236,140 | 223,511 |
| Street and Curb Painting | 40,030 | 20,000 | 20,030 | 20,000 | 10,728 |
| Public Works Shop | 82,302 | 101,570 | -19,268 | 123,950 | 105,954 |
| Snow and Ice Control | 219,621 | 229,390 | -9,769 | 462,770 | 193,181 |
| EmulsionTreated Roads Mtce | 103,047 | 17,610 | 85,437 | 17,630 | 3,547 |
| Gravel Road Mtce | 73,531 | 86,720 | -13,189 | 88,740 | 78,546 |
| Back Lane Mtce | 15,626 | 25,700 | -10,074 | 27,540 | 16,555 |
| Dust Control | 44,021 | 29,350 | 14,671 | 29,400 | 39,079 |
| Transportation Equipment | -199,306 | -194,940 | -4,366 | -281,080 | -208,841 |
| Traffic Signals | 32,822 | 40,060 | -7,238 | 47,840 | 53,961 |
| Traffic Signs | 8,060 | 22,240 | -14,180 | 26,440 | 16,703 |
| Sidewalk Mtce | 84,163 | 60,460 | 23,703 | 79,180 | 45,966 |
| Ditch Mowing | 38,583 | 41,250 | -2,667 | 41,270 | 39,446 |
| Winter Sidewalks | 7,100 | 9,950 | -2,850 | 16,660 | 6,427 |
| Airport | 12,406 | 16,700 | -4,294 | 4,690 | 13,372 |
| Christmas Decorations | 4,314 | 7,190 | -2,876 | 18,930 | 3,965 |
| **TOTAL TRANSPORTATION** | **1,711,619** | **1,837,190** | **-125,573** | **3,665,700** | **1,625,967** |
| **Utilities** | | | | | |
| Utility Adminstration | -2,244,556 | -2,170,110 | -74,446 | -1,829,440 | -1,905,882 |
| Water Main Mtce | 321,170 | 238,040 | 83,130 | 303,020 | 325,753 |
| Water Distribution Facility | 143,831 | 160,600 | -16,769 | 199,370 | 126,878 |
| Water Meter Reading & Billing | 139,754 | 141,680 | -1,926 | 218,540 | 432,339 |
| Sewer Mains | 213,587 | 164,320 | 49,267 | 195,770 | 199,060 |
| Lagoon | 338,813 | 757,120 | -418,307 | 966,890 | 247,600 |
| Lift Stations | 114,085 | 129,090 | -15,005 | 173,410 | 108,759 |
| **TOTAL UTILITIES** | **-973,316** | **-579,260** | **-394,057** | **227,560** | **-465,493** |

| | ACTUAL | YTD BUD | VARIANCE | ANNUAL | PRIOR YEAR |
|---|---|---|---|---|---|
| Land Development | | | | | |
| Land Development | -175,339 | -241,500 | 66,161 | -291,800 | -743,791 |
| TOTAL LAND DEVELOPMENT | -175,339 | -241,500 | 66,161 | -291,800 | -743,791 |
| SUM OF OPERATIONS | -17,472,282 | -17,305,305 | -166,981 | -15,356,090 | -14,950,693 |
| Capital | | | | | |
| Protective Services Capital | 97,277 | 0 | 97,277 | 0 | 0 |
| Leisure Services Capital | 287,272 | 580,000 | -292,728 | 580,000 | 584,936 |
| Public Health Capital | 267,030 | 265,450 | 1,580 | 265,450 | 187,979 |
| Transportation Capital | 1,241,264 | 1,515,660 | -274,396 | 1,515,660 | 2,511,768 |
| Utilities Capital | 12,107,579 | 1,509,340 | 10,598,239 | 1,509,340 | 11,703,301 |
| TOTAL CAPITAL EXPENDITURES | 14,000,422 | 3,870,450 | 10,129,972 | 3,870,450 | 14,987,984 |

# October 2025 Payment Listing

| Date | Payment Number | Vendor Name | | Amount Paid |
|---|---|---|---|---|
| 2025-10-01 | CHAMBERS 1025 | Chambers of Commerce Group Ins | $ | 26,306.69 |
| 2025-10-01 | Pre-Authorized | Moneris | $ | 456.74 |
| 2025-10-01 | Pre-Authorized | Elavon | $ | 1,398.99 |
| 2025-10-06 | BMO CC 0925 | BMO MasterCard | $ | 21,332.21 |
| 2025-10-07 | Pre-Authorized | RBC Royal Bank | $ | 625.46 |
| 2025-10-08 | EPT 0925 | Ministry of Finance | $ | 83,472.83 |
| 2025-10-10 | 45172 | Brxton Masonry Inc. | $ | 41,839.67 |
| 2025-10-10 | 45173 | C73 Fire Truck Mechanical Inc. | $ | 2,246.53 |
| 2025-10-10 | 45174 | Jordan Dalsin | $ | 525.00 |
| 2025-10-10 | 45175 | Rachel Dufault | $ | 75.00 |
| 2025-10-10 | 45176 | Eagle Eye Sewer Inspections In | $ | 28,929.00 |
| 2025-10-10 | 45177 | Harlan Fairbanks | $ | 344.68 |
| 2025-10-10 | 45178 | Dave Holaday | $ | 3,978.44 |
| 2025-10-10 | 45179 | Huber. James | $ | 525.00 |
| 2025-10-10 | 45180 | Investor's Group Trust Co. #90 | $ | 200.00 |
| 2025-10-10 | 45181 | Kylie Kovach | $ | 75.00 |
| 2025-10-10 | 45182 | Mitch Lins | $ | 420.00 |
| 2025-10-10 | 45183 | Magnetsigns Humboldt | $ | 913.50 |
| 2025-10-10 | 45184 | Gillian Mahussier | $ | 58.50 |
| 2025-10-10 | 45185 | Jean McHarg | $ | 112.75 |
| 2025-10-10 | 45186 | Logan McInnis | $ | 525.00 |
| 2025-10-10 | 45187 | Olynick Water & Sewer Ltd. | $ | 10,955.69 |
| 2025-10-10 | 45188 | Mike Pulice | $ | 525.00 |
| 2025-10-10 | 45189 | Receiver General of Canada | $ | 45,568.08 |
| 2025-10-10 | 45190 | Schidlowsky, Matt | $ | 525.00 |
| 2025-10-10 | 45191 | Sobeys Humboldt | $ | 147.49 |
| 2025-10-10 | 45192 | Jarod Stigstad | $ | 420.00 |
| 2025-10-10 | 45193 | Stephanie Stobbe | $ | 200.00 |
| 2025-10-10 | 45194 | THIEMANN SHARI | $ | 109.20 |
| 2025-10-10 | 45195 | BROCKMAN SCOTT | $ | 50.05 |
| 2025-10-10 | 45196 | KIEFER SHELBEY & MUNKLER SHANE | $ | 61.20 |
| 2025-10-10 | 45197 | LOESSL SHANE | $ | 216.83 |
| 2025-10-10 | 45198 | Total Service & Contracting Lt | $ | 697.20 |
| 2025-10-10 | 45199 | Weber & Gasper Barristers & So | $ | 1,468.43 |
| 2025-10-10 | 45200 | Noah Wieler | $ | 420.00 |
| 2025-10-10 | EFT06193 | Access 2000 Elevator & Lift | $ | 290.44 |
| 2025-10-10 | EFT06194 | Acklands Grainger | $ | 206.46 |
| 2025-10-10 | EFT06195 | ALS Canada Ltd. | $ | 254.21 |
| 2025-10-10 | EFT06196 | Big Hill Services Ltd | $ | 832.50 |
| 2025-10-10 | EFT06197 | Blaise Transit Ltd. | $ | 0.01 |
| 2025-10-10 | EFT06198 | Brockman Enterprises Ltd. | $ | 13,644.36 |
| 2025-10-10 | EFT06199 | Canadian Union of Public Emplo | $ | 3,305.78 |
| 2025-10-10 | EFT06200 | Canadian Linen & Uniform Servi | $ | 222.67 |
| 2025-10-10 | EFT06201 | Coca-Cola Canada Bottling Limi | $ | 2,839.28 |
| 2025-10-10 | EFT06202 | Complete Distribution Services | $ | 1,408.67 |

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|---|---|---|---|---|
| 2025-10-10 | EFT06203 | DJ Leier Enterprises Ltd. | $ | 8,400.00 |
| 2025-10-10 | EFT06204 | EMCO Waterworks | $ | 503.12 |
| 2025-10-10 | EFT06205 | Flocor | $ | 7,998.69 |
| 2025-10-10 | EFT06206 | GEM Refrigeration | $ | 962.18 |
| 2025-10-10 | EFT06207 | Grain Bags Canada | $ | 125.79 |
| 2025-10-10 | EFT06208 | Greater Saskatoon Catholic Sch | $ | 76,520.01 |
| 2025-10-10 | EFT06209 | Gregg Distributors LP | $ | 466.13 |
| 2025-10-10 | EFT06210 | Scott Hart | $ | 525.00 |
| 2025-10-10 | EFT06211 | HBI Office Plus Inc. | $ | 121.77 |
| 2025-10-10 | EFT06212 | Hergott Electric Ltd. | $ | 1,355.49 |
| 2025-10-10 | EFT06213 | Millsap Fuel Distributors Ltd. | $ | 10,059.05 |
| 2025-10-10 | EFT06214 | Municipal Employees Pension Pl | $ | 30,030.72 |
| 2025-10-10 | EFT06215 | Nelson Granite Limited | $ | 668.85 |
| 2025-10-10 | EFT06216 | Office Experts | $ | 192.99 |
| 2025-10-10 | EFT06217 | Old Dutch Foods Ltd. | $ | 142.38 |
| 2025-10-10 | EFT06218 | Prairie Meats | $ | 872.16 |
| 2025-10-10 | EFT06219 | Pratts Wholesale Ltd. | $ | 2,213.13 |
| 2025-10-10 | EFT06220 | Purolator Courier Ltd. | $ | 149.30 |
| 2025-10-10 | EFT06221 | Quill Creek Farms | $ | 521.25 |
| 2025-10-10 | EFT06222 | REACT Waste Management | $ | 182.80 |
| 2025-10-10 | EFT06223 | Redhead Equipment | $ | 2,931.43 |
| 2025-10-10 | EFT06224 | Ricoh Canada Inc. | $ | 1,007.35 |
| 2025-10-10 | EFT06225 | Saskatchewan Research Council | $ | 372.50 |
| 2025-10-10 | EFT06226 | S & R Vac | $ | 283.50 |
| 2025-10-10 | EFT06227 | Strueby Plumbing & Heating | $ | 1,081.81 |
| 2025-10-10 | EFT06228 | Justin Tarrant | $ | 420.00 |
| 2025-10-10 | EFT06229 | TK Elevator (Canada) Limited | $ | 1,157.51 |
| 2025-10-10 | EFT06230 | Toshiba Business Solutions | $ | 273.76 |
| 2025-10-10 | EFT06231 | Troy Life & Fire Safety Ltd. | $ | 3,152.40 |
| 2025-10-10 | EFT06232 | TSG Products Inc. | $ | 0.01 |
| 2025-10-10 | EFT06233 | Michael Ulriksen | $ | 605.80 |
| 2025-10-10 | EFT06234 | Van Houtte Coffee Services Inc | $ | 214.11 |
| 2025-10-10 | EFT06235 | Western Municipal Consulting L | $ | 1,065.75 |
| 2025-10-10 | SK WIRELINE 0925 | SaskTel | $ | 2,374.12 |
| 2025-10-14 | SK IBC 1025 | SaskTel | $ | 3,719.76 |
| 2025-10-14 | SK MOBILE 0925 | SaskTel Mobility | $ | 1,275.00 |
| 2025-10-14 | SK WR 0925 | SaskTel | $ | 273.06 |
| 2025-10-20 | 45201 | 9352155 Canada Inc. Focuss Can | $ | 503.50 |
| 2025-10-20 | 45202 | Animal Health Clinic of Humbol | $ | 69.60 |
| 2025-10-20 | 45203 | Cache Tactical | $ | 4,117.84 |
| 2025-10-20 | 45204 | CAGFO | $ | 577.50 |
| 2025-10-20 | 45205 | Frank Carpentieri | $ | 100.00 |
| 2025-10-20 | 45206 | Colored Shale Products Inc. | $ | 6,378.49 |
| 2025-10-20 | 45207 | J&D Courier Services Ltd. | $ | 5,773.75 |
| 2025-10-20 | 45208 | David Mueller | $ | 100.00 |
| 2025-10-20 | 45209 | Municipal Financing Corporatio | $ | 250,755.49 |
| 2025-10-20 | 45210 | Pauli, Sandra | $ | 125.00 |

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|---|---|---|---|---|
| 2025-10-20 | 45212 | Reid Thompson Public Library | $ | 56.58 |
| 2025-10-20 | 45213 | Sask Asphalt Maintenance Ltd. | $ | 12,230.50 |
| 2025-10-20 | 45214 | Sobeys Humboldt | $ | 485.03 |
| 2025-10-20 | 45215 | BROWN TERRY | $ | 99.07 |
| 2025-10-20 | 45216 | FERGUSON KAREN | $ | 4,594.90 |
| 2025-10-20 | 45217 | GREVE JOE | $ | 66.78 |
| 2025-10-20 | 45218 | WILLIAMS DONALD & MAUREEN | $ | 41.24 |
| 2025-10-20 | 45219 | MICHEL LEAH | $ | 6.04 |
| 2025-10-20 | EFT06236 | ARBOUR CREST | $ | 15,265.13 |
| 2025-10-20 | EFT06237 | Jodi Blackshaw | $ | 62.00 |
| 2025-10-20 | EFT06238 | Blaise Transit Ltd. | $ | 5,940.00 |
| 2025-10-20 | EFT06239 | Brockman Enterprises Ltd. | $ | 16,650.00 |
| 2025-10-20 | EFT06240 | Canadian Linen & Uniform Servi | $ | 167.17 |
| 2025-10-20 | EFT06241 | CJVR | $ | 189.00 |
| 2025-10-20 | EFT06242 | CKJH | $ | 189.00 |
| 2025-10-20 | EFT06243 | Dzinehaus Computers Inc | $ | 371.85 |
| 2025-10-20 | EFT06244 | Golden West Broadcasting Ltd. | $ | 340.20 |
| 2025-10-20 | EFT06245 | HBI Office Plus Inc. | $ | 230.84 |
| 2025-10-20 | EFT06246 | Hergott Electric Ltd. | $ | 1,588.05 |
| 2025-10-20 | EFT06247 | Mackenzie Hopp | $ | 2,100.00 |
| 2025-10-20 | EFT06248 | Horizon Fertilizers Ltd. | $ | 945.75 |
| 2025-10-20 | EFT06249 | Humboldt Golf Club | $ | 16,630.00 |
| 2025-10-20 | EFT06250 | Humboldt & District Community | $ | 695.00 |
| 2025-10-20 | EFT06251 | Russel Klitch | $ | 211.26 |
| 2025-10-20 | EFT06252 | Robert Muench | $ | 100.00 |
| 2025-10-20 | EFT06253 | Municode Services Ltd. | $ | 2,422.88 |
| 2025-10-20 | EFT06254 | NorthEastNow | $ | 252.00 |
| 2025-10-20 | EFT06255 | Rawlco Radio Ltd. | $ | 1,627.50 |
| 2025-10-20 | EFT06256 | REACT Waste Management | $ | 2,863.45 |
| 2025-10-20 | EFT06257 | Sutherland Automotive | $ | 1.27 |
| 2025-10-20 | EFT06258 | Tremblay Electric | $ | 2,445.56 |
| 2025-10-20 | EFT06259 | TSG Products Inc. | $ | 793.65 |
| 2025-10-20 | EFT06260 | Van Houtte Coffee Services Inc | $ | 698.19 |
| 2025-10-23 | PST 0925 | Minister of Finance | $ | 2,267.02 |
| 2025-10-24 | 45220 | Brxton Masonry Inc. | $ | 34,059.32 |
| 2025-10-24 | 45221 | Con-Tech General Contractors L | $ | 116,052.64 |
| 2025-10-24 | 45222 | Celeste Dumonceaux Delahey | $ | 175.00 |
| 2025-10-24 | 45223 | Eagle Eye Sewer Inspections In | $ | 9,585.68 |
| 2025-10-24 | 45224 | Bruce Ehalt | $ | 184.00 |
| 2025-10-24 | 45225 | Firewise Consulting Ltd. | $ | 3,568.05 |
| 2025-10-24 | 45226 | Harlan Fairbanks | $ | 318.50 |
| 2025-10-24 | 45227 | Humboldt Broncos | $ | 3,500.00 |
| 2025-10-24 | 45228 | Kaitlin Prokosch | $ | 53.00 |
| 2025-10-24 | 45229 | Patrick Purcell | $ | 210.00 |
| 2025-10-24 | 45230 | Receiver General of Canada | $ | 49,469.02 |
| 2025-10-24 | 45231 | Refresh Ventures Inc. o/a Twig | $ | 210.66 |
| 2025-10-24 | 45232 | Eric Revering | $ | 136.93 |

| | | | | |
|---|---|---|---|---|
| 2025-10-24 | 45233 | Swish Maintenance Limited | $ | 530.99 |
| 2025-10-24 | EFT06261 | Brockman Enterprises Ltd. | $ | 22,082.13 |
| 2025-10-24 | EFT06262 | Canadian National | $ | 26.25 |
| 2025-10-24 | EFT06263 | Canadian Linen & Uniform Servi | $ | 167.17 |
| 2025-10-24 | EFT06264 | Coca-Cola Canada Bottling Limi | $ | 2,601.65 |
| 2025-10-24 | EFT06265 | Commercial Industrial Manufact | $ | 904.05 |
| 2025-10-24 | EFT06266 | Complete Distribution Services | $ | 1,889.10 |
| 2025-10-24 | EFT06267 | Eecol Electric Corp | $ | 233.10 |
| 2025-10-24 | EFT06268 | Jennifer Fitzpatrick | $ | 87.85 |
| 2025-10-24 | EFT06269 | Flocor | $ | 1,343.53 |
| 2025-10-24 | EFT06270 | Golden West Broadcasting Ltd. | $ | 1,102.50 |
| 2025-10-24 | EFT06271 | Gregg Distributors LP | $ | 2,730.52 |
| 2025-10-24 | EFT06272 | Millsap Fuel Distributors Ltd. | $ | 7,900.73 |
| 2025-10-24 | EFT06273 | Office Experts | $ | 320.22 |
| 2025-10-24 | EFT06274 | Old Dutch Foods Ltd. | $ | 211.30 |
| 2025-10-24 | EFT06275 | Pratts Wholesale Ltd. | $ | 4,332.94 |
| 2025-10-24 | EFT06276 | Purolator Courier Ltd. | $ | 59.19 |
| 2025-10-24 | EFT06277 | Quill Creek Farms | $ | 695.00 |
| 2025-10-24 | EFT06278 | REACT Waste Management | $ | 31,428.38 |
| 2025-10-24 | EFT06279 | Redhead Equipment | $ | 67.19 |
| 2025-10-24 | EFT06280 | SaskWater | $ | 201,369.45 |
| 2025-10-24 | EFT06281 | Saskatchewan Research Council | $ | 203.18 |
| 2025-10-24 | EFT06282 | Minster of Finance | $ | 2,958.15 |
| 2025-10-24 | EFT06283 | SENDR | $ | 77.91 |
| 2025-10-24 | EFT06284 | S & R Vac | $ | 653.63 |
| 2025-10-24 | EFT06285 | Toshiba Business Solutions | $ | 114.79 |
| 2025-10-24 | EFT06286 | Van Houtte Coffee Services Inc | $ | 181.09 |
| 2025-10-24 | EFT06287 | WestCrete Curb and Landscape | $ | 48,779.17 |
| 2025-10-24 | SK ENERGY 0925 | Sask Energy | $ | 5,050.16 |
| 2025-10-30 | 45234 | 1 Stop Playgrounds Ltd. | $ | 7,945.38 |
| 2025-10-30 | 45235 | 306 Event Management | $ | 42,000.00 |
| 2025-10-30 | 45236 | Alpha Innovation Inc. | $ | 84.22 |
| 2025-10-30 | 45237 | Beaudry, Norman | $ | 175.00 |
| 2025-10-30 | 45238 | Sandra Betts | $ | 60.00 |
| 2025-10-30 | 45239 | Carr McLean | $ | 559.56 |
| 2025-10-30 | 45240 | City of Lloydminster | $ | 236.96 |
| 2025-10-30 | 45241 | Con-Tech General Contractors L | $ | 943,274.11 |
| 2025-10-30 | 45242 | Investor's Group Trust Co. #90 | $ | 200.00 |
| 2025-10-30 | 45243 | Ken Klassen | $ | 420.00 |
| 2025-10-30 | 45244 | Laura Kneeshaw | $ | 379.17 |
| 2025-10-30 | 45245 | Kylie Kovach | $ | 68.00 |
| 2025-10-30 | 45246 | Mumby Manufacturing Ltd & Nort | $ | 11,314.50 |
| 2025-10-30 | 45247 | NANO SHEARSON | $ | 475.64 |
| 2025-10-30 | 45248 | Humboldt Regional Newcomer Cen | $ | 3,400.00 |
| 2025-10-30 | 45249 | Receiver General of Canada | $ | 45,220.55 |
| 2025-10-30 | 45250 | Saskatchewan Association of Ci | $ | 100.00 |
| 2025-10-30 | 45251 | SGI | $ | 222.00 |

| | | | | |
|---|---|---|---|---|
| 2025-10-30 | 45252 | SilverWare POS Inc. Ontario | $ | 913.50 |
| 2025-10-30 | 45253 | The Stew | $ | 40.00 |
| 2025-10-30 | 45254 | The Rent-It Store | $ | 606.16 |
| 2025-10-30 | 45255 | Weber & Gasper Barristers & So | $ | 1,232.51 |
| 2025-10-30 | 45256 | City of Estevan | $ | 5,500.00 |
| 2025-10-30 | EFT06288 | Acklands Grainger | $ | 133.48 |
| 2025-10-30 | EFT06289 | Bolt Cleaners | $ | 0.01 |
| 2025-10-30 | EFT06290 | Canadian Union of Public Emplo | $ | 3,415.13 |
| 2025-10-30 | EFT06291 | Canadian Linen & Uniform Servi | $ | 445.34 |
| 2025-10-30 | EFT06292 | C&F Installations | $ | 682.50 |
| 2025-10-30 | EFT06293 | Citation Canada Inc. | $ | 3,680.30 |
| 2025-10-30 | EFT06294 | Coca-Cola Canada Bottling Limi | $ | 1,288.23 |
| 2025-10-30 | EFT06295 | Commercial Industrial Manufact | $ | 821.57 |
| 2025-10-30 | EFT06296 | Dafco Filtration Group | $ | 513.14 |
| 2025-10-30 | EFT06297 | EMCO Waterworks | $ | 1,008.99 |
| 2025-10-30 | EFT06298 | GEM Refrigeration | $ | 14,402.25 |
| 2025-10-30 | EFT06299 | HBI Office Plus Inc. | $ | 413.05 |
| 2025-10-30 | EFT06300 | Hergott Electric Ltd. | $ | 58.28 |
| 2025-10-30 | EFT06301 | Humboldt Co-op | $ | 1,208.89 |
| 2025-10-30 | EFT06302 | Humboldt Home Hardware | $ | 2,437.32 |
| 2025-10-30 | EFT06303 | Humboldt Lumber Mart | $ | 828.04 |
| 2025-10-30 | EFT06304 | Humboldt Fire Extinguisher | $ | 764.24 |
| 2025-10-30 | EFT06305 | Municipal Employees Pension Pl | $ | 58,886.90 |
| 2025-10-30 | EFT06306 | Nelson Granite Limited | $ | 805.35 |
| 2025-10-30 | EFT06307 | Brendan Nienaber | $ | 63.54 |
| 2025-10-30 | EFT06308 | NSC Minerals | $ | 4,722.45 |
| 2025-10-30 | EFT06309 | Office Experts | $ | 219.19 |
| 2025-10-30 | EFT06310 | Old Dutch Foods Ltd. | $ | 127.76 |
| 2025-10-30 | EFT06311 | Prairie Meats | $ | 2,079.26 |
| 2025-10-30 | EFT06312 | Quality Tire Service, Humboldt | $ | 58.61 |
| 2025-10-30 | EFT06313 | Redhead Equipment | $ | 470.90 |
| 2025-10-30 | EFT06314 | R J England Consulting Ltd. | $ | 2,798.87 |
| 2025-10-30 | EFT06315 | Saskatchewan Research Council | $ | 613.48 |
| 2025-10-30 | EFT06316 | Saskatchewan Health Authority | $ | 69.00 |
| 2025-10-30 | EFT06317 | SENDR | $ | 75.31 |
| 2025-10-30 | EFT06318 | Strueby Plumbing & Heating | $ | 10,363.48 |
| 2025-10-30 | EFT06319 | Sutherland Automotive | $ | 36.48 |
| 2025-10-30 | EFT06320 | Toshiba Business Solutions | $ | 471.80 |
| 2025-10-30 | EFT06321 | Total Service & Contracting Lt | $ | 0.01 |
| 2025-10-30 | EFT06322 | Van Houtte Coffee Services Inc | $ | 1,141.34 |
| 2025-10-30 | EFT06323 | Wee-Dig-Its | $ | 9,133.10 |
| 2025-10-30 | EFT06324 | Wheelers Wholesale Ltd. | $ | 2,119.91 |
| 2025-10-30 | EFT06325 | Wickenhauser, Darrell | $ | 123.03 |
| 2025-10-31 | Pre-Authorized | First Data | $ | 100.76 |
| 2025-10-31 | Pre-Authorized | Moneris | $ | 666.20 |
| 2025-10-31 | SK POWER 0925 | SaskPower | $ | 45,457.31 |

BMO

# Statement

| | | | |
|---|---|---|---|
| **Account Name:** | BILLING ACCOUNT 178859 | **Card Number:** | xxxx-xxxx-xxxx-8859 |
| **Company Name:** | CITY OF HUMBOLDT | **Account Limit:** | $ 100,000.00 |
| **Employee ID:** | 772890000021008 | **Available Credit:** | $ 70,017.75 |
| **Statement Date (MM/DD/YYYY):** | 10/15/2025 | **Currency:** | CANADIAN DOLLAR |
| **Payment Due Date (MM/DD/YYYY):** | 11/11/2025 | | |

## Statement Summary:

***Report any items which do not agree with your records within 30 days of the statement date.***

| | |
|---|---|
| **Previous Balance:** | $ 21,332.21 |
| **Payments:** | $ -21,332.21 |
| **Adjustments:** | $ 0.00 |
| **Net Purchases:** | $ 29,982.25 |
| **Cash Advance:** | $ 0.00 |
| **Fees:** | $ 0.00 |
| **Other Charges:** | $ 0.00 |
| **New Account Balance:** | $ 29,982.25 |

## Transaction Summary:

| Trans Date | Posting Date<br>Trans ID | Description | Pre-Tax Amount<br>Auth # | Total Tax | Trans Amount |
|---|---|---|---|---|---|
| **Card Number xxxx-xxxx-xxxx-8859 BILLING ACCOUNT 178859** | | | | | |
| 10/06 | 10/06<br>615250252 | AUTOMATIC PYMT RECEIVED | $ -21,332.21 | $ 0.00 | $ -21,332.21 |
| | | | **TOTAL CREDITS xxxx-xxxx-xxxx-8859** | | **$ -21,332.21** |
| | | | **TOTAL DEBITS xxxx-xxxx-xxxx-8859** | | **$ 0.00** |
| **Card Number xxxx-xxxx-xxxx-2545 BERGQUIST, PETER** | | | | | |
| 09/23 | 09/25<br>613690498 | CANADIAN TIRE #638 HUMBOLDT SK | $ 9.98<br>017803 | $ 1.10 (e) | $ 11.08 |
| 09/30 | 10/01<br>614701559 | APPLE.COM/BILL 866-712-7753 ON | $ 1.29<br>945588 | $ 0.14 (e) | $ 1.43 |
| 10/01 | 10/02<br>614902834 | SASKATCHEWAN WATER & W SASKATOON SK | $ 416.22<br>062427 | $ 45.78 (e) | $ 462.00 |
| 10/01 | 10/02<br>614902833 | SASKATCHEWAN WATER & W SASKATOON SK | $ 56.76<br>092300 | $ 6.24 (e) | $ 63.00 |
| 10/01 | 10/03<br>615127049 | TRANSPORTATION ASSOCIA OTTAWA ON | $ 366.29<br>019248 | $ 47.62 (e) | $ 413.91 |
| | | | **TOTAL CREDITS xxxx-xxxx-xxxx-2545** | | **$ 0.00** |
| | | | **TOTAL DEBITS xxxx-xxxx-xxxx-2545** | | **$ 951.42** |
| **Card Number xxxx-xxxx-xxxx-0134 DAY, JOE** | | | | | |
| 09/19 | 09/22<br>612971614 | ALT SASKATOON SASKATOON SK | $ 197.23<br>045110 | $ 21.70 (e) | $ 218.93 |

| | | |
|---|---|---|
| **TOTAL CREDITS** | **xxxx-xxxx-xxxx-0134** | **$ 0.00** |
| **TOTAL DEBITS** | **xxxx-xxxx-xxxx-0134** | **$ 218.93** |

**Card Number xxxx-xxxx-xxxx-5955 DEPT, CITY HALL**

| | | | | | |
|---|---|---|---|---|---|
| 09/15 | 09/16<br>612142781 | TRIMBLE CANADA HALIFAX NS | $ 544.29<br>089712 | $ 76.20 (e) | $ 620.49 |
| 09/17 | 09/18<br>612495023 | AMAZON.CA 4Y3ZA7VY3 VANCOUVER BC | $ 650.30<br>047282 | $ 0.00 | $ 650.30 |
| 09/24 | 09/25<br>613690421 | LENOVO CANADA MARKHAM ON | $ 4,209.83<br>063690 | $ 466.44 | $ 4,676.27 |
| 09/24 | 09/25<br>613690497 | LENOVO CANADA MARKHAM ON | $ 5,838.83<br>078364 | $ 651.58 | $ 6,490.41 |
| 09/24 | 09/25<br>613690496 | LENOVO CANADA MARKHAM ON | $ 4,743.92<br>016526 | $ 528.65 | $ 5,272.57 |
| 09/25 | 09/25<br>613690420 | AMZN MKTP CA NJ74T8PT0 866-216-1072 ON | $ 10.98<br>085273 | $ 1.21 | $ 12.19 |
| 09/25 | 09/26<br>613917412 | BKG HOTEL AT BOOKING.C (888)850-3958 NH | $ 580.77<br>060679 | $ 0.00 | $ 580.77 |
| 09/25 | 09/26<br>613917337 | INDEED IEI25-01429662 DUBLIN | $ 458.04<br>021829 | $ 50.38 (e) | $ 508.42 |
| 09/25 | 09/26<br>613917413 | LENOVO CANADA MARKHAM ON | $ 916.31<br>054703 | $ 101.94 | $ 1,018.25 |
| 09/26 | 09/29<br>614390906 | SGI-MY SGI REGINA SK | $ 1,601.60<br>002421 | $ 176.18 (e) | $ 1,777.78 |
| 09/27 | 09/29<br>614390907 | AMZN MKTP CA NJ3847ST0 866-216-1072 ON | $ 90.18<br>080820 | $ 9.91 | $ 100.09 |
| 09/27 | 09/29<br>614390983 | AMZN MKTP CA NJ6UT07A0 866-216-1072 ON | $ 109.99<br>068663 | $ 12.10 | $ 122.09 |
| 09/28 | 09/29<br>614390985 | LENOVO CANADA MARKHAM ON | $ 925.16<br>058624 | $ 102.61 | $ 1,027.77 |
| 09/28 | 09/29<br>614390984 | AMAZON.CA UI24A1NW3 866-216-1072 ON | $ 302.85<br>009181 | $ 33.35 | $ 336.20 |
| 09/29 | 09/30<br>614489788 | ADOBE SAN JOSE CA | $ 33.29<br>069284 | $ 0.00 | $ 33.29 |
| 09/29 | 09/30<br>614489865 | AMZN MKTP CA NV74K9L90 866-216-1072 ON | $ 31.98<br>050313 | $ 3.52 | $ 35.50 |
| 09/29 | 09/30<br>614489789 | AMZN MKTP CA 9P5C93AF3 866-216-1072 ON | $ 139.99<br>074030 | $ 15.40 | $ 155.39 |
| 10/02 | 10/02<br>614902832 | INDEED IEI25-01497988 DUBLIN | $ 41.96<br>062043 | $ 4.62 (e) | $ 46.58 |
| 10/03 | 10/06<br>615532044 | LABOURLAWONLINE.CA WINNIPEG MB | $ 745.31<br>001142 | $ 89.44 (e) | $ 834.75 |
| 10/05 | 10/06<br>615532043 | AMZN MKTP CA NV7KS6ZJ2 866-216-1072 ON | $ 63.00<br>089476 | $ 6.93 | $ 69.93 |
| 10/08 | 10/08<br>615867496 | AMAZON.CA NV8CP9822 866-216-1072 ON | $ 18.92<br>021300 | $ 2.08 | $ 21.00 |
| 10/08 | 10/10<br>616228648 | COMFORT I COMFORT INN NORTH BATTLEF SK | $ 256.62<br>045233 | $ 0.00 | $ 256.62 |
| 10/10 | 10/13<br>616737868 | LENOVO CANADA MARKHAM ON | $ 179.59<br>042065 | $ 19.75 | $ 199.34 |

| | | | | | |
|---|---|---|---|---|---|
| 10/10 | 10/13<br>616737867 | AMAZON.CA NF9I20N02 866-216-1072 ON | $ 26.96<br>070968 | $ 2.97 | $ 29.93 |
| 10/11 | 10/13<br>616737791 | ADOBE SAN JOSE CA | $ 28.85<br>046814 | $ 0.00 | $ 28.85 |

**TOTAL CREDITS xxxx-xxxx-xxxx-5955 $ 0.00**
**TOTAL DEBITS xxxx-xxxx-xxxx-5955 $ 24,904.78**

**Card Number xxxx-xxxx-xxxx-2594 KWASNICA, MIKE**

| | | | | | |
|---|---|---|---|---|---|
| 10/03 | 10/06<br>615532045 | CANADIAN TIRE #638 HUMBOLDT SK | $ 199.80<br>080089 | $ 21.98 (e) | $ 221.78 |
| 10/06 | 10/08<br>615867497 | CANADIAN TIRE #638 HUMBOLDT SK | $ 28.37<br>007455 | $ 3.12 (e) | $ 31.49 |
| 10/09 | 10/10<br>616228649 | EECOL ELECTRIC LTD HUMBOLDT SK | $ 638.00<br>079918 | $ 70.18 (e) | $ 708.18 |
| 10/10 | 10/13<br>616737869 | SCHENNS FARM SUPPLY HUMBOLDT SK | $ 50.00<br>061745 | $ 5.50 (e) | $ 55.50 |

**TOTAL CREDITS xxxx-xxxx-xxxx-2594 $ 0.00**
**TOTAL DEBITS xxxx-xxxx-xxxx-2594 $ 1,016.95**

**Card Number xxxx-xxxx-xxxx-2077 MCLEOD, CHRIS**

| | | | | | |
|---|---|---|---|---|---|
| 09/22 | 09/24<br>613482540 | 80212 LINDE SASKATOON SASKATOON SK | $ 449.15<br>039889 | $ 49.41 (e) | $ 498.56 |
| 09/29 | 09/30<br>614489787 | TERRYS NO FRILLS 3608 HUMBOLDT SK | $ 8.11<br>068547 | $ 0.89 (e) | $ 9.00 |
| 10/02 | 10/06<br>615533232 | 80212 LINDE SASKATOON SASKATOON SK | $ 13.95<br>056709 | $ 1.53 (e) | $ 15.48 |

**TOTAL CREDITS xxxx-xxxx-xxxx-2077 $ 0.00**
**TOTAL DEBITS xxxx-xxxx-xxxx-2077 $ 523.04**

**Card Number xxxx-xxxx-xxxx-7730 MUSEUM, HUMBOLDT**

| | | | | | |
|---|---|---|---|---|---|
| 09/16 | 09/16<br>612142782 | INTUIT MAILCHIMP EDMONTON AB | $ 36.89<br>959453 | $ 4.06 (e) | $ 40.95 |
| 09/23 | 09/24<br>613482618 | AMZN MKTP CA 0A9TT2VI3 866-216-1072 ON | $ 35.63<br>053160 | $ 3.92 | $ 39.55 |
| 09/23 | 09/24<br>613482617 | CARLTON TRAIL REGIONAL HUMBOLDT SK | $ 143.24<br>044463 | $ 15.76 (e) | $ 159.00 |
| 09/24 | 09/25<br>613690500 | MUSEUMS ASSOC. OF SASK REGINA SK | $ 157.66<br>023973 | $ 17.34 (e) | $ 175.00 |
| 09/24 | 09/25<br>613690499 | PHARMASAVE 429 HUMBOLDT SK | $ 8.09<br>081291 | $ 0.89 (e) | $ 8.98 |
| 10/07 | 10/08<br>615867498 | MUSEUMS ASSOC. OF SASK REGINA SK | $ 13.51<br>088088 | $ 1.49 (e) | $ 15.00 |
| 10/09 | 10/13<br>616737871 | MUSEUMS ASSOC. OF SASK REGINA SK | $ -13.51 | $ -1.49 (e) | $ -15.00 |
| 10/12 | 10/13<br>616737870 | AMZN MKTP CA NF4PV3V72 866-216-1072 ON | $ 38.90<br>006928 | $ 4.28 | $ 43.18 |
| 10/14 | 10/14<br>616942974 | FACEBK P29RC3HDG2 WILMINGTON DE | $ 9.46<br>017784 | $ 1.04 (e) | $ 10.50 |

| | | | | | |
|---|---|---|---|---|---|
| 10/14 | 10/15<br>617154577 | AMZN MKTP CA NM6NY40H1 866-216-1072 ON | $ 113.95<br>001360 | $ 12.53 (e) | $ 126.48 |

**TOTAL CREDITS** **xxxx-xxxx-xxxx-7730** **$ -15.00**
**TOTAL DEBITS** **xxxx-xxxx-xxxx-7730** **$ 618.64**

**Card Number xxxx-xxxx-xxxx-9684 ULRIKSEN, MICHAEL**

| | | | | | |
|---|---|---|---|---|---|
| 09/15 | 09/16<br>612142779 | AMAZON L76S525B3 VANCOUVER BC | $ 96.36<br>010506 | $ 0.00 | $ 96.36 |
| 09/16 | 09/16<br>612142780 | LANDSCAPE MANAGEMENT N MARKHAM ON | $ 107.67<br>025797 | $ 0.00 | $ 107.67 |
| 09/16 | 09/17<br>612342696 | TERRYS NO FRILLS 3608 HUMBOLDT SK | $ 4.38<br>057167 | $ 0.48 (e) | $ 4.86 |
| 09/16 | 09/17<br>612342620 | RED SWAN PIZZA HUMBOLDT SK | $ 73.90<br>012549 | $ 8.13 (e) | $ 82.03 |
| 09/17 | 09/19<br>612721321 | AMAZON QG3H72483 VANCOUVER BC | $ -94.99<br>000000 | $ -10.45 (e) | $ -105.44 |
| 09/19 | 09/22<br>612971613 | AMAZON X487R4L13 VANCOUVER BC | $ 46.61<br>080672 | $ 0.00 | $ 46.61 |
| 09/20 | 09/22<br>612971612 | SPOTIFY P3ABB0AC5D STOCKHOLM | $ 12.69<br>046883 | $ 1.40 (e) | $ 14.09 |
| 09/25 | 09/26<br>613917336 | AMAZON.CA NJ5MY45C0 VANCOUVER BC | $ 111.36<br>005484 | $ 0.00 | $ 111.36 |
| 09/26 | 09/29<br>614390904 | LORAAS LANDFILL SASKATOON SK | $ 482.43<br>086265 | $ 53.07 (e) | $ 535.50 |
| 10/02 | 10/03<br>615127048 | OPENAI CHATGPT SUBSCR SAN FRANCISCO CA<br>US DOLLAR 21.20@1.433962264 | $ 30.40<br>066987 | $ 0.00 | $ 30.40 |
| 10/07 | 10/09<br>616011622 | CANADIAN RED CROSS OTTAWA ON | $ 79.65<br>063123 | $ 10.35 (e) | $ 90.00 |
| 10/10 | 10/13<br>616737789 | BEST BUY.CA # 900 VANCOUVER BC | $ 211.48<br>071588 | $ 25.38 (e) | $ 236.86 |
| 10/11 | 10/13<br>616737790 | AMAZON NF6AP9E12 VANCOUVER BC | $ 15.53<br>017101 | $ 0.00 | $ 15.53 |

**TOTAL CREDITS** **xxxx-xxxx-xxxx-9684** **$ -105.44**
**TOTAL DEBITS** **xxxx-xxxx-xxxx-9684** **$ 1,371.27**

**Card Number xxxx-xxxx-xxxx-1679 WYTRYKUSZ, CHELSEA**

| | | | | | |
|---|---|---|---|---|---|
| 09/23 | 09/24<br>613482541 | SILVERWARE SILVERWARE TORONTO ON | $ 146.81<br>068877 | $ 19.09 (e) | $ 165.90 |
| 09/26 | 09/29<br>614390905 | DOLLARAMA #1197 HUMBOLDT SK | $ 111.78<br>029924 | $ 12.30 (e) | $ 124.08 |
| 10/03 | 10/06<br>615532042 | DOLLARAMA #1197 HUMBOLDT SK | $ 102.55<br>002522 | $ 11.28 (e) | $ 113.83 |
| 10/09 | 10/10<br>616228647 | DOLLARAMA #1197 HUMBOLDT SK | $ 84.55<br>058944 | $ 9.30 (e) | $ 93.85 |

**TOTAL CREDITS** **xxxx-xxxx-xxxx-1679** **$ 0.00**
**TOTAL DEBITS** **xxxx-xxxx-xxxx-1679** **$ 497.66**

## CUSTOMER SERVICE:

Service Representatives are available to assist you 24 hours a day, seven days a week. Please have account number information ready.

**BMO**
Telephone Inquiries: 1-855-825-9232
Lost/Stolen cards: 1-844-316-3760
Outside Canada and USA call collect: 514-881-3808
TTY (For the Deaf and Hard of Hearing): 1-866-859-2089
Internet: bmo.com/treasuryandpayment

**Diners Club**
Telephone Inquiries: 1-800-363-3333
Lost/Stolen cards: 1-866-890-9552
Outside Canada and USA call collect: 1-514-881-3735
TTY (For the Deaf and Hard of Hearing): 1-866-859-2089
Internet: dinersclubnorthamerica.com

BMO

## PAYMENT INFORMATION:

| | BMO | Diners Club |
|---|---|---|
| **You can mail your payment to:** | BMO<br>P.O. Box 6044, Station Centre-Ville<br>Montreal, QC H3C 3X2 | Diners Club<br>P.O. Box 6044, Station Centre-Ville<br>Montreal, QC H3C 3X2 |
| **You may send your payment via overnight mail to:** | BMO<br>Symcor Inc (Remittance services)<br>650 Bridge Street<br>Montreal, Quebec<br>H3K 3K9 | Diners Club<br>Symcor Inc (Remittance services)<br>650 Bridge Street<br>Montreal, Quebec<br>H3K 3K9 |
| **IMPORTANT PAYMENT INFORMATION:** | For BMO accounts, please make your cheque or money order payable to:<br>**BMO Bank of Montreal** | For Diners Club accounts, please make your cheque or money order payable to:<br>**Diners Club** |

**If you are paying by mail:**

**Remember**

- Enclose your cheque or money order, payable in the same currency as your credit card, with this payment coupon, but do not staple or tape them together.
- Write your account number on the front of your cheque or money order.
- Please do not send cash.

**A fee will be assessed against returned cheques.**



BMO

**The balance due will be automatically debited from your bank account as you authorized.**

# CITY OF HUMBOLDT REPORT

**TITLE:** Cultural Services Report
**PREPARED BY:** Jennifer Fitzpatrick, Director of Cultural Services
**REVIEWED BY:** Joe Day, City Manager
**PREPARED FOR:** City Council Executive Committee
**DATE:** November 10, 2025

**RECOMMENDATION**
That this report be accepted for information and filed.

**CURRENT SITUATION**

**1. Museum**

- Exhibits – *Hearts of Freedom – Stories of Southeast Asian Refugees* and the story of Nha and Dan Tran are the feature exhibits on the main floor.
- Programs - On October 23, we hosted a sold-out spooky-themed escape room for adults and families. We are offering it for Christmas parties and as a team building exercise for businesses and organizations.
- Free programming - We created a fun scavenger hunt for Hallowe'en and had two young volunteers decorate the museum.
- Collections – There were 19 items accessioned, 53 items catalogued, and 48 records entered into PastPerfect. There were 2 formal requests for information. Volunteers were trained to assist with cataloguing and data entry and are also working on digitizing Council minutes.
- Maintenance - The exterior repairs project ended on October 8 just before the rain/snow fell that weekend. The Brxton Masonry workers were very efficient with their time and managed to complete the job on time and on budget.

**2. Gallery**

- Exhibits – The 2025 Members Show and Sale ended on October 29 and there were 20 pieces sold! Congratulations to everyone involved in the exhibition.
- Programs - On October 4 & 5, we hosted a Culture Days International Tea Party for a few hours both days. We had an Irish folk singer, Ukrainian pop singer, Nepalese dancing and Filipino music. Visitors could sample tea from England, India, Ukraine, South Africa, Nepal, Korea, Philippines and the Chippewas of Rama First Nation. This was a great partnership with the Prairie Gateway Settlement Services.
- Friends Festival Auction – Thanks to everyone who helped with the canvassing and picking up of items for the Festival this month. We are currently processing all the donations for the launch on November 13, which includes photographs and descriptions for the online portion on our website. The event has performers and late-night openings throughout the three-week display and closes on December 4. Online bidding begins November 13.

- Community Programs - We hosted another Unfinished Object evening that was free for participants. On October 25, Laura Kneeshaw taught an introduction to oil paint workshop.
- CARFAC - On October 9 we co-hosted a free CARFAC workshop "From Proposal to Exhibition with Laureen Marchand" via Zoom with 19 participants. The CARFAC programs are great resources for our members.
- Concert Series - Our first OSAC concert of the season was on October 30 in partnership with the Humboldt Area Arts Council and sponsored by HSA Accountants. Indie-folk musician John Muirhead delighted the full house!
- There was one rental in the gallery this month.
- Maintenance – Repairs were done to the main floor emergency exit door.

**3. Water Tower**

- There were two private tours this month.

**4. Original Humboldt**

- On October 7 and 8, staff provided 13 back-to-back tours at Original Humboldt for students in grades 1 through 8 from HPS. There were two different tours based on the grade levels and all featured the new Treaties sculpture. Staff connected the tours to Treaty teachings at each feature at the site.
- We provided a tour for the Carlton Trail College Early Childhood Educators on Oct 22, where the tour included the general tour for adults as well as some conversation about how we present this tour to younger kids.
- Thanks to the volunteers who removed the flags for the year.

**5. Public Art**

- The committee will be meeting in November to review the 2025 projects.

**6. Administration**

- Awards - The pilot project *Relationship Building and Reconciliation through Living Heritage* won a Governors' Award from the National Trust of Canada, at their Conference in Halifax on October 24. The award was presented to the City of Humboldt, its Indigenous Advisory Circle and Heritage Saskatchewan.
- HR Development - The Clerk attended an online class on writing Statements of Significance for Heritage Properties which is part of understanding the important attributes of a site. The Director virtually attended the National Trust Conference, the Museums Association of Saskatchewan Fall Gathering on Advocacy, and the Quill Plains Network meeting in Wynyard. The Supervisor recertified in First Aid / CPR.
- Volunteers -Thanks to our volunteers who contributed 101 hours of their time this month.
- Engagement – To the end of the month, our programs and services have had engagement levels of approximately 11,390 people. This is higher than last year's level of 8,894.

**Upcoming Events and Programs**

| | | |
|---|---|---|
| November 6 | Museum | Winter Macrame Workshop |
| November 13 | Gallery | Friends Festival Auction opens with Children's Choir |
| November 15 | Gallery | Dale Avison performs in afternoon during Festival |
| November 20 | Museum & Gallery | Open late for Moonlight Madness |
| November 22 | Gallery | Katie Nichol performs in afternoon during Festival |
| November 22 | Museum | New Winter Animal exhibit opens |
| November 26 | Gallery | St. Dominic Choir performs for late opening at Festival |
| November 29 | Gallery | Ian Elliot performs in afternoon during Festival |
| December 4 | Gallery | Friends Festival Auction ends |

We will also be hosting Santa Visits in December, including times for Sensitive Santa:

- Thursday, December 6 from 1:30pm to 4:00pm
- Thursday, December 11 from 6:00pm to 8:00pm
- Saturday, December 13 from 1:30pm to 4:00pm
- Thursday, December 18 from 6:00pm to 8:00pm
- Saturday, December 20 from 1:30pm to 4:00pm

**COMMUNICATION AND ENGAGEMENT**

No external communications or engagement required.

**ATTACHMENTS**

None

**FINANCIAL IMPLICATIONS**

There is no anticipated financial impact of the recommended action.

**CONCLUSION**

These programs are developed to further the goals of the Department's strategic plan.

Connected and Creative

As we begin the 26th annual Festival in support of our programming, we continue to be amazed and thankful for the numerous donations that businesses, organizations, and individuals create and donate for the Friends Festival Auction. It has truly become a cherished annual event.

Welcoming and Connected

From the teacher evaluation of Original Humboldt tour, when asked about their biggest takeaway:
"How much work, care and planning has gone into the Original Humboldt site! It's important for our youth to see that history matters and that there are a lot of people who dedicate their time and energy into sharing stories from our past. It's also a nice opportunity for them to see potential career paths."

At the new Treaties Sculpture at Original Humboldt, there was a Grade 3 student who was looking at the broken quill pen in the sculpture and he said "Look, it isn't completely broken. That means there's hope right?" And all of the grown-ups got all weepy…

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | Manager of Development &Marketing-Executive committee report |
| **PREPARED BY:** | Jarrett Delbridge, Manager of Development and Marketing |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

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**RECOMMENDATION**
That this report be accepted for information and filed.

**BACKGROUND**
This report summarizes the most significant projects that are currently underway since the executive committee held on October 14, 2025.

**CURRENT SITUATION**
**Development**

- The Manager is currently negotiating with two land developers regarding the first drafts of the service agreements.
- Relationship-building efforts are underway with GGDL, with the goal of identifying potential development projects.
- Advisory support has been provided to a builder regarding a potential development. The Manager is awaiting deliverables outlining the developer's proposed layout and design.
- Negotiations are ongoing with a landowner concerning a land swap to enable the planning for a drainage channel for south of Saskatchewan Avenue.
- Work continues on the 101st Street lot development, including efforts to raise titles.
- The Manager is reviewing the Downtown Plan and the recommendations from Dillon Consulting, aiming to enhance the appeal of the downtown core.
- Planning is in progress for a potential new campground located on the west side of town, south of the Quill Centre.
- The Manager has met with the owners of the Quill Centre and received guidance on their intended direction for future development in the area, including an estimated timeline for commencement.

**Economic Development**

- The Manager attended SEDA's *Pathways to Prosperity* economic development summit, establishing connections with both private and public sector stakeholders. These include tourism professionals, land developers, leaders in Saskatchewan's food and beverage industry, and political influencers.
- Collaboration has begun with the Chamber of Commerce and the Business Improvement District (BID) to expand services for new entrepreneurs and startups. The goal is to attract businesses to the downtown area and support the incubation of new ventures within the community.
- The Manager is exploring various grant programs to support business incubation and has connected the Chamber with financiers who specialize in small business support.

**Miscellaneous**

- A review of the City of Humboldt's bylaws is underway to gain a deeper understanding of current regulations.
- Tourism research has identified gaps in entertainment, food and beverage offerings, and regional planning, which are limiting the city's appeal.
- The Manager is investigating existing philanthropic investments in the community and exploring strategies to attract additional philanthropic support for economic growth within city boundaries.

**OPTIONS**

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

**ATTACHMENTS**
**N/A**

**COMMUNCATION AND ENGAGEMENT**

- The manager has been communicating with local developers in the area to help keep projects moving forward and to our standards.

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

**CONCLUSION**
That this report be accepted for information and filed.

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | CLS Director's Report |
| **PREPARED BY:** | Michael Ulriksen, Director of Community and Leisure Services |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

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**RECOMMENDATION**
That this report be accepted for information and filed.

**BACKGROUND**
This report is a high-level summary of the Community and Leisure Services activities since the last department update and is intended to provide Executive Committee with highlights from the day-day operations of the department.

**CURRENT SITUATION**
General Updates

1. **Outdoor Rink Preparation –** Following the Thanksgiving weekend, the Jacob Leicht Memorial Outdoor Rink & Courts facility was closed and staff began preparing for winter operations. A protective surface has been laid, and rink boards have been installed on the east third of the courts to accommodate the skating rink, with the remaining area designated for open skating. Ice installation will begin once there is adequate snow cover and sustained sub-zero temperatures, though the timeline remains uncertain due to ongoing above-seasonal weather conditions. The St. Dominic Outdoor rink also received additional gravel, leveled and compacted to prepare for the ongoing use of that space as well this winter.

2. **Growing Canada's Community Canopies Program Application –** Administration is preparing a grant submission to the Federation of Canadian Municipalities (FCM) under the Green Municipal Fund's GCCC Program – Urban Forestry Plans and Studies stream. The program supports the development of urban forestry strategies, offering up to $175,000 in funding and covering up to 90% of eligible costs. Through FCM's coaching services, Administration is developing a strong application aimed at creating a comprehensive Urban Forestry Strategy to guide the management of the City's existing 3,000+ trees and plan for future planting initiatives.

3. **Uniplex Air Movement –** We have been having increased issues with air movement in our lobbies within the Uniplex. We have brought in a mechanical engineer who is preparing a report on actions that we could take to remedy these issues. The main concern is the air movement and inability to dissipate heat within the main Uniplex lobby. We hope to have that report within the next week.

4. **Collective Bargaining –** The City and Union's negotiating teams have scheduled initial collective agreement bargaining discussions for December 8th, 11th and 12th. The existing agreement expires on December 31st.

5. **Curling Rink –** The curling rink ice is installed and the club has already hosted its first major bonspiel of the year. We are looking forward to working with the Curling Club to support their event and activities through our concessions and with our maintenance and custodial staff as needed. The curling club brings significant traffic to our facility with its leagues and bonspiels.

6. **Aquatic Programming –** Aquatic Programming has been strong since the pool was reopened in September, with Water Polo, Aquacise, swimming lessons and the use of leisure passes keeping the pool busy.

Project Planning and Partnerships

1. **Glenn Hall Park Football Field Lights –** no update
2. **SPCA Off-Leash Dog Park –** no update

Upcoming Events

1. Humbolt Bronco Home Games – November 18 & 22; December 6,7,13 & 19.

**OPTIONS**

1. Approve the recommendation to accept for information and file.
2. Provide alternative directions or recommendations pertaining to this report.

**ATTACHMENTS**

None

**COMMUNCATION AND ENGAGEMENT**

No external communication or engagement required.

**FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

**CONCLUSION**

The Parks and Recreation team continues to make progress on seasonal transitions and planning for upcoming initiatives. With winter preparations underway, the department's focus remains on ensuring safe and enjoyable outdoor recreation spaces, maintaining strong facility operations, and advancing strategic projects such as the Urban Forestry Strategy and Uniplex air system improvements. Administration will continue to monitor weather conditions for outdoor ice installation, prepare for upcoming collective bargaining meetings, and support ongoing programming and community partnerships throughout the winter season.

**CITY OF HUMBOLDT REPORT**

**TITLE:** Public Works Director Report for November 2025

| | |
|---|---|
| **PREPARED BY:** | Peter Bergquist, P.Tech.; Public Works and Utilities Director |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

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**RECOMMENDATION**

That this report be accepted for information and filed.

**BACKGROUND**

The Public Works Department is responsible for the operations, maintenance, and engineering support related to water, wastewater, stormwater, roads, traffic signals, signage, line painting, and airport infrastructure.

**CURRENT SITUATION**

- **Road Maintenance & Cleaning:**
  - Pothole filling continues as needed throughout the winter.
  - Additional gravel was applied to several roads.
  - Peck Road improvements between Westwood Drive and 12th Avenue are complete, including the installation of stop signs.
  - Staff have been actively removing rocks from ditches, mowing, and cleaning culverts to ensure proper spring drainage.
  - A storm pipe was repaired on 15th Street, south of 8th Avenue.
  - Contracted flusher and vacuum trucks cleaned storm sewers with debris.
  - Fall street sweeping has been completed.

- **Winter Preparation:**
  - Salt and sand have been mixed, and the sander truck is ready.
  - The grader has been equipped with its snow gate.
  - Trucks are outfitted with snow boards and are ready for hauling.
  - The new snow blower has been assembled and mounted on the tractor.

- **Water & Sewer Infrastructure:**
  - Hydrant winterization is complete.
  - Seasonal water meters have been removed.
  - Crews participated in training to earn continuing education units for certification.
  - Sewer jetting was conducted to address known trouble spots.
  - Two sanitary sewer sags were repaired on Heidgerken Crescent.
  - A leaking water valve was repaired on 6th Avenue East.
  - Leak detection sensor inspections are ongoing.
  - Sampling is underway for the new Wastewater Treatment Facility.
  - Two Utility Operators and the Engineering Coordinator attended the Saskatchewan Water and Wastewater Association Conference in Saskatoon from November 5–7.

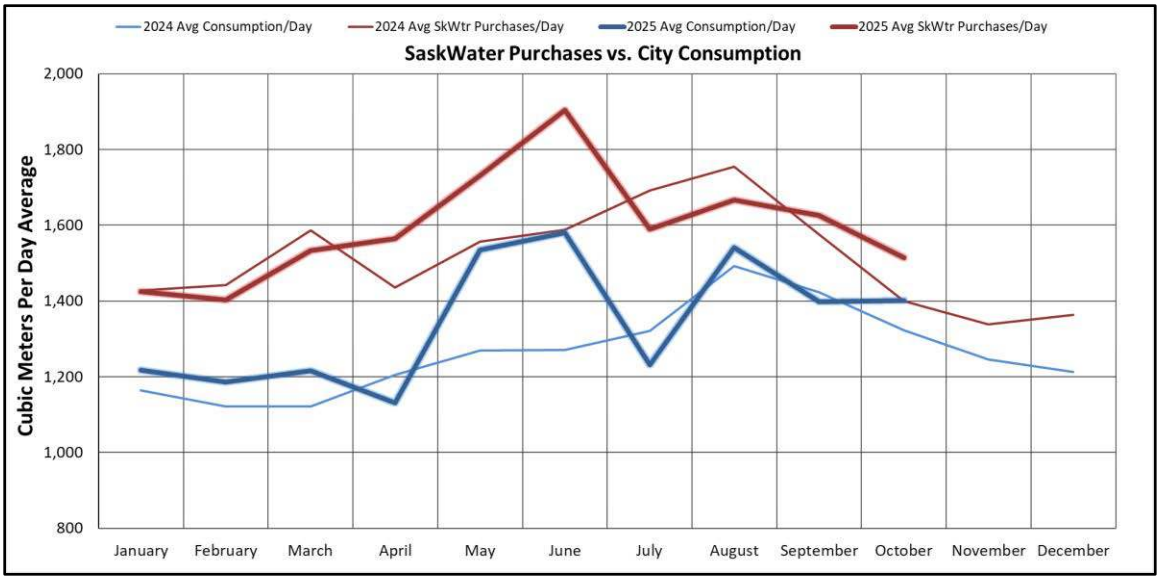
- **Wastewater Treatment Facility:**
  - Final top-up of all cells is in progress.
  - Circulation of wastewater in the SAGRs has begun, with testing confirming the development of necessary bacterial cultures.
  - All lift stations will soon be redirected to the new system, with full circulation expected to begin in November.
  - Construction continues on Lift Stations 1 and 4.

- **Budgeting and Planning:**
  - Capital, fleet, and service level requests have been submitted to the Finance Department.
  - Planning support continues for various developments across the City.

**ATTACHMENTS**

Non-Revenue Water Losses Update:

| Year | Consumption | SaskWater Purchases | Difference | Approximate Loss Dollars at Cost | % Loss |
|---|---|---|---|---|---|
| 2024 Full Year | 460,419 m3 | 559,798 m3 | -99,379 m3 | -$378,265 | -17.8% |
| 2025 Full Year Budget Projection | 463,241 m3 | 547,600 m3 | -84,359 m3 | -$321,096 | -15.4% |
| | | | | | |
| 2024 – Jan-Oct. | 384,130 m3 | 477,467 m3 | -93,337 m3 | -$355,269 | -19.5% |
| 2025 – Jan-Oct. | 406,536 m3 | 482,947 m3 | -76,411 m3 | -$290,845 | -15.8% |




**CONCLUSION**

The department continues to manage the operations and maintenance of the City's water, sewer, storm, and transportation infrastructure while regularly evaluating potential risks while being accountable and responsible with public funds.

**CITY OF HUMBOLDT REPORT**

**TITLE:** CLS Project Summary Report

**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services
**REVIEWED BY:** Joe Day, City Manager
**PREPARED FOR:** Executive Committee
**DATE:** November 10, 2025

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**RECOMMENDATION**

That this report be accepted for information and filed.

**BACKGROUND**

The following is a summarized project report of the Community and Leisure Services 2024 approved capital and operational activities. All updates to the report are highlighted in yellow. The following terms have been used to identify the status of each of the projects/purchases:

Planning – Project is currently in the planning stages.
Procuring – Project is currently undergoing procurement (soliciting quotes, tendering, reviewing).
Con - % - Project is under construction and includes the estimated % of completion.
Completed – Project has been completed in its entirety.
Deferred – Project has been deferred to a subsequent Year.

**CURRENT SITUATION**

**A. Carry-Over Projects**

| # | Project | Status | 2025 Remaining Budget | Actual (YTD) |
|---|---|---|---|---|
| **1** | Bill Brecht Playground Development | Completed | $9,956 | - |
| **2** | Outdoor Rink & Multi-Sport Court Surfacing | Completed | $30,000 | $27,640 |

1. The playground project is completed and we are just finalizing the final payments and receipt of fundraising revenue generated by the playground development group.

**B. 2025 Operational Projects**

| # | Project | Status | Project Budget | Actual (YTD) |
|---|---|---|---|---|
| **1** | Museum Roof Repairs | Completed | $60,000 | $85,900 |

1. The work for 2025 has wrapped up. Due to the receipt of a Provincial Grant the scope of the project was expanded from the initial budget. The final cost of the project is expected to come in within the sum of the allocated City funding plus grant funding.

## C. 2025 Fleet

| # | Project | Status | Project Budget | Actual (YTD) |
|---|---|---|---|---|
| 1 | General Use Dump Truck (L185) | Planning | $75,000 | |
| 2 | Ice Resurfacer (L281) | Procuring | $120,000 | |
| 3 | Parks Skid Steer Replacement | Procuring | $10,000 | |

## D. 2025 Capital Projects

| # | Project | Status | Project Budget | Actual (YTD) |
|---|---|---|---|---|
| 1 | Community Event Trailer | Planning | $15,000 | - |
| 2 | Highway 20 Boulevard | Completed | $50,000 | $53,450 |
| 3 | Parks Cold Storage | Planning | $25,000 | $4,490 |
| 4 | Robotic Lawn Mower | Completed | $10,000 | $5,940 |
| 5 | Off-Leash Dog Park | Con – 50% | $60,000 | - |
| 6 | Aquatic Centre Flooring Replacement | Completed | $155,000 | $113,980 |
| 7 | Arena Refrigeration Plant – Design Work | Con – 25% | $75,000 | $27,580 |

2. The boulevard project for 2025 was completed. Administration is preparing a budget request for 2026 and engaging with the BID to complete the remaining section of Hwy 20 Boulevard.
3. Actual spent to date reflects the alterations made to sea container donated to the City by the Sheep Breeder's Association.

## E. Unbudgeted Projects/Commitments

| # | Project/Purchase | Status | Est. Cost to City | Funding Source |
|---|---|---|---|---|
| 1 | Aquatic Center Hot Tub | Completed | $41,990 | Operational Savings/Reserves |
| 2 | Pool Heat Exchanger & Plumbing | Procuring | $70,000 | Operational Savings/Reserves |
| 3 | Asbestos Abatement - Museum | Con – 50% | $15,000 | Operational Savings/Reserves |
| 4 | Roof Assessment & Repairs | Completed | $28,620 | Operational Savings/Reserves |

3. Museum Asbestos Abatement is roughly 50% complete with target to complete in December
4. Completed a roof assessment of all buildings in late spring and then completed the re-shingling of the campground washroom, office, two sheds at PW and two auxiliary buildings at airport.

**FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

**CONCLUSION**

All carry-over projects from 2024 are now completed. Administration expects there to be a handful of 2025 projects that will carry-over to 2026. All outstanding projects are expected to be completed in early to mid-2026. A final project summary report will be provided at the December Executive Committee meeting on December 8th.

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | Permanent Art Collection |
| **PREPARED BY:** | Jennifer Fitzpatrick, Director of Cultural Services |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | City Council Executive Committee |
| **DATE:** | November 10, 2025 |

## RECOMMENDATION

That Executive Committee recommend that City Council approve the Humboldt & District Museum & Gallery Permanent Art Collection policy, Permanent Art Collection Gift Agreement, Art Curatorial Committee Terms of Reference, and the revised Collections Management Terms of Reference, and

further that Council approve the Gallery as an eligible project to receive Official Donation Receipts from the City of Humboldt in 2025.

## BACKGROUND

Part of the long-term plan of the gallery was the development of a permanent art collection. The basement was assessed for a few years to ascertain storage conditions, and then the need to collect, exhibit and provide storage for Broncos material took priority. Over the past few years, there have been donations to the gallery collection, and due to further interest, there is a need to develop parameters around the collection before fully offering this option to the public.

## CURRENT SITUATION

The Humboldt & District Museum & Gallery (HDMG) board has reviewed options for the development of a permanent art collection.

The HDMG Board is recommending the Permanent Art Collection policy be approved, which outlines the purpose, focus areas and goals of the collection. The policy also defines the parameters around collecting practises, short term objectives, and conditions around appraisals if an official donation receipt is requested by the donor.

Combined with the policy is the new Permanent Art Gift Agreement. A gift agreement is a legal document required for all donations to the museum or gallery, but the permanent art collection has specific requirements, which necessitated the development of a new agreement.

There are several operational processes that lead up to the signing of the gift agreement. All potential donations will be reviewed by the Art Curatorial Committee for alignment with the policy and objectives of the collection. The committee's recommendations will be presented to the Collections Management Committee, which is made up of three HDMG board members for final approval. Once the donor's potential offer is confirmed through this process, we will

proceed to the gift agreement. Donors will have the option of receiving an Official Donation Receipt for Income Tax Purposes; therefore we are requesting the the Gallery be added to the list of eligible projects for 2025, which will be reviewed for 2026. The donor will be required to provide a current Accredited Appraisal of the piece at their expense.

Terms of Reference - I have included the draft Terms of Reference for the Art Curatorial Committee. This group of artists have been guiding the exhibition content of the gallery through the review of submissions. With this additional task of developing the permanent art collection, the defining of the committee's work was undertaken and presented here.

The recommendations of the Art Curatorial Committee will be sent to the Collections Management Committee for final approval and therefore, the Terms of Reference for that committee require a revision based on these additional duties. The only change is the highlighted area.

Once the Permanent Art Policy is approved, further work will be undertaken to develop a three-year plan of objectives for the initial phase of the collection. The collection will be used to develop exhibits for our gallery, support travelling exhibitions of other galleries in the province, and potentially be part of a future rental program.

**OPTIONS**

1. Approve the recommendation as presented
2. Refer the matter back to Administration for further analysis

**COMMUNICATION AND ENGAGEMENT**

Once the Terms of Reference are approved, I will reach out to the current artists on that committee about their interest in serving on this committee with the additional roles. That committee will begin with the development of the three-year objectives.

**ATTACHMENTS**

Please find attached the new Permanent Art Collection Policy, Permanent Art Collection Gift Agreement, Art Curatorial Committee Terms of Reference, and the revised Collections Management Terms of Reference.

**FINANCIAL IMPLICATIONS**

The development of this Permanent Art Collection will be primarily developed through the current operations budget with support from the SK Arts operational grant.

**CONCLUSION**

Humboldt has a rich history of visual artists, and this development will ensure this important aspect of our heritage of the area is preserved for future generations.

# PERMANENT ART COLLECTION POLICY

*The Humboldt & District Museum & Gallery (HDMG) Board recognizes its mandate to collect pieces for the Permanent Art Collection that support the goals articulated in the Museum & Gallery's Statement of Purpose and Mission Statement and hold these pieces in the public trust.*

1. The Permanent Art Collection collects objects of art and craftwork pertaining to the history of Humboldt and District in accordance with its mandate. The collection is for the purpose of documentation, preservation, research and education, exhibition, and interpretation for all generations.

2. The Humboldt & District Museum & Gallery will collect, through donation, on behalf of the City of Humboldt and residents, works of art and craftwork that illustrate the artistic activities of Humboldt and District artists in particular, Saskatchewan artists in general, as well as nationally and internationally known artists who may have contributed to the development of Saskatchewan art. Preference will be given to original works of art.

3. The Permanent Art Collection will strive to acquire art and craftwork with the following considerations:

- Prioritize pieces created by artists currently or formerly from Humboldt and District.
- Pieces related to historically important people, places, and events in Humboldt and District.
- Pieces created by known Saskatchewan artists/craftspeople.
- Pieces related to historically important people, places and events in Saskatchewan.
- Pieces that add depth to an artist's sampling of their career.
- Pieces that are in danger of loss or destruction, are well documented, and are in excellent condition.
- Pieces must not have excessive additional costs of transportation, maintenance, and/or storage.

4. The Permanent Collection acquires art and craftwork only if it has adequate resources to document, conserve, store, research, exhibit and interpret the art/craftwork being considered. The HDMG will not acquire any material or object that has been illegally or unethically obtained, or any art or craftworks as per the HDMG Collection Management Policy #14.

5. The Art Curatorial Committee will develop a 3-year plan of objectives and parameters for the Permanent Art Collection in conjunction with the Cultural Services Director. This plan will be reviewed annually.

6. The Art Curatorial Committee will review proposed donations and make recommendations which will be brought to the Collections Management Committee for final approval.

# Humboldt & District Museum & Gallery

7. The donating of worthwhile material to the HDMG by both individuals and organizations is to be encouraged. Gifts may be tax deductible in accordance with the City of Humboldt Official Donation Receipt Policy and the Federal Income Tax Act.

8. Donors requiring an official tax receipt must provide the HDMG with an accredited appraisal completed within the six months prior to donation. The appraisal must be accredited through one of the following organizations: Art Dealers Association of Canada (ADAC), Canadian Personal Property Appraisers Organizations (CPPAO), or the International Society of Appraisers Canadian Chapter (ISA).

9. Valid legal title must be obtained for all pieces. A donation will be treated as an unconditional gift outright to the HDMG, and terms will be made known to the donor through the Permanent Art Collection gift agreement and copyright agreement.



_____ _____

Carol McLaren- Chairperson Date

**HUMBOLDT & DISTRICT MUSEUM & GALLERY**
Box 2349 Humboldt, Saskatchewan S0K 2A0
Tel: (306) 682 – 5226 Fax: (306) 682 – 1430
Email: info@humboldtmuseum.ca

## Permanent Art Collection Gift Agreement

Whereas the donor desires to further the mandate of the Museum, the donor does hereby give, donate, bestow, transfer, and assign, absolutely, unconditionally, and forever its entire rights, clear deed and universal copyright, ownership, estate and interest in the property to the Museum, as an unrestricted and unconditional gift, and the donor hereby waives all moral rights in the property in favour of the museum, the items written on this page.

In doing so, I understand that these items may be displayed, loaned, copied, retained, or disposed of in such a manner as may be in the best interests of the public at the discretion of the Humboldt & District Museum & Gallery.

| *Accession Number* | *Description* |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Donor's Contact Information

Name:

Address:

Phone number:

Email address:

☐ I authorize the following credit line:

Donated by:

_____

Continued on page 2

☐ I do not require an Official Donation Receipt for Income Tax Purposes

☐ I do require an Official Donation Receipt for Income Tax Purposes for the entire donation

☐ or for the following pieces:

_____

_____

☐ Official Donation Receipt can be issued to the donor as per the donor contact information

☐ Official Donation Receipt can be issued to a different recipient than the donor

Name: _____

Mailing Address: _____

☐ I have provided an accredited appraisal completed within 6 months from donation of the piece

Donor's Signature: _____

Date: _____

Witness: _____

Date: _____

☐ Review of accredited appraisal

☐ Appraisal attached

HDMG Staff: _____

Date: _____

The Humboldt & District Museum & Gallery hereby acknowledges the receipt of clear deed and title to the item(s) listed above.

Recipient Signature: _____

Jennifer Fitzpatrick, Cultural Services Director

Date: _____

# Humboldt & District Museum & Gallery

## Art Curatorial Committee Terms of Reference

**1. Name**

The name of the Committee will be the *Art Curatorial Committee.*

**2. Mandate and Purpose**

The Art Curatorial Committee will be an advisory committee to the Director of Cultural Services to assist in the planning and development of the collection of the Humboldt and District Museum and Gallery's Permanent Art Collection.

**3. Duties and Responsibilities**

The Art Curatorial Committee will work with the Cultural Services Director to:

- Assess artist submissions to provide recommendations for exhibitions at the Gallery
- Assess Gallery Gift Shop vendor applications to provide recommendations for acceptance
- Develop a 3-year plan of objectives and parameters for the Permanent Art Collection to be reviewed annually
- Assess pieces offered for donation to the Permanent Art Collection and make recommendations to the Collections Management Committee, in accordance with its relevance to the Collections Management Policy and the Permanent Art Collection Policy
- Bring recommendations regarding the Permanent Art Collection to the Collections Management Committee for final approval
- Encourage donations to develop the Permanent Art Collection

**4. Membership**

a) *Composition*

The Committee will consist of 3-5 artists from Humboldt & District.

b) *Appointment of Members*

Individuals will be appointed by the Humboldt & District Museum & Gallery Board of Directors.

c) *Term*

The term of members on the Committee will be for two (2) years. Each member will reconfirm their commitment by January 15 of each year.

**5. Financial**

The Director of Cultural Services will provide financial reports to the committee when applicable.

**6. Compensation**

Committee members will not receive remuneration while sitting on the Committee.

**7. Meetings**

d) *Frequency*

There will be a minimum of two meetings per year, and based on the amount of potential donations received.

b) *Attendance*

Committee members that miss three (3) consecutive meetings, without cause, shall be deemed to have resigned from the Committee.

c) *Quorum*
A quorum will consist of a majority of the members present at any meeting.

d) *Consensus*
The Committee will strive for consensus whenever possible.

**8. Reporting**

a) The Director will ensure that documentation is provided for all items reviewed by the Art Curatorial Committee.
b) All decisions made by the Art Curatorial Committee will be recorded and retained.
c) The Director will report the Art Curatorial Committee's recommendations concerning the Permanent Art Collection to the Collections Management Committee.
d) The Director will be the communications liaison to the Humboldt & District Museum & Gallery Board of Directors. The Director of Cultural Services will provide information on the Committee's work in the reports to the Board of Directors.

**9. Insurance**

The City of Humboldt shall assume responsibility for maintaining insurance policies against public liability and property damage in respect of the activities of the committee.

2025

# Humboldt & District Museum

## Collections Management Committee Terms of Reference

1. **Name**
   The name of the Committee will be the *Collections Management Committee.*

2. **Mandate and Purpose**
   The Collections Management Committee will be an advisory committee to the Director of Cultural Services to assist in the planning and development of the collection of the Humboldt and District Museum.

3. **Duties and Responsibilities**
   The Collections Management Committee will work with the Cultural Services department staff to:
   - Assess items offered for donation to the collection in accordance with the items relevance to the Humboldt & District Museum Statement of Purpose, Collections Management and related policies, the history of the Humboldt area, and the current collection.
   - Assess and approve of art and craftwork recommended by the Art Curatorial Committee for acceptance into the Permanent Art Collection.
   - Assess items recommended for deaccession by the Director of Cultural Services based on the criteria in the Deaccession Policy for approval or if required, referral to the Board.

4. **Membership**
   a) *Composition*
   The Committee will consist of three (3) members of the Humboldt & District Museum & Gallery Board of Directors.
   b) *Appointment of Members*
   Individuals will be appointed by the Humboldt & District Museum & Gallery Board of Directors.
   c) *Term*
   The term of members on the Committee will be for two (2) years. Each member will reconfirm their commitment by January 31 of each year.
   d) *Chair Responsibilities*
   The role of the Chair shall be to:
   - Chair Committee Meetings
   - Proactively seek input from members unable to attend the meeting, when applicable.

5. **Financial**
   The Director of Cultural Services will provide financial reports to the committee when applicable.

6. **Compensation**
   Committee members will not receive remuneration while sitting on the Committee.

7. **Meetings**
   a) *Frequency*
   There will be a minimum of two meetings per year, and based on the amount of potential donations received.
   b) *Attendance*

Committee members that miss three (3) consecutive meetings, without cause, shall be deemed to have resigned from the Committee.

c) *Quorum*
A quorum will consist of a majority of the members present at any meeting.

d) *Consensus*
The Committee will strive for consensus whenever possible.

**8. Reporting**

a) The Director will ensure that documentation is provided for all items to be reviewed for accession or deaccession by the Collections Management Committee.
b) All decisions made by the Collections Management Committee will be recorded and retained.
c) The Chairperson will be the communications liaison to the Humboldt & District Museum & Gallery Board of Directors. The Director of Cultural Services will provide information on the committee's work in the reports to the Board of Directors.

**9. Insurance**

The City of Humboldt shall assume responsibility for maintaining insurance policies against public liability and property damage in respect of the activities of the committee.

September 11, 2025

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | Design Standards Manual Update |
| **PREPARED BY:** | Daniel Bernhard, P. Eng, Municipal Engineer |
| **REVIEWED BY:** | Peter Bergquist, Public Works and Utilities Director |
| | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

## RECOMMENDATION

That Executive Committee recommend that City Council approve the 2025 Design Standards Manual as presented.

## BACKGROUND

The City's Minimum Design Standards were last updated in 2012. These standards govern the design of municipal services for new subdivisions, infill development, and property redevelopment within the City of Humboldt.

The standards cover the following municipal infrastructure:

- Potable Water Distribution System
- Sanitary Sewage Collection System
- Stormwater Collection System
- Transportation System (Roads, Lanes, Curbs, Gutters, Sidewalks and Trails)
- Landscaping Standards

## CURRENT SITUATION

The City continues to rely on infrastructure standards last updated in 2012. With new developments on the horizon, updating these standards is essential to clearly communicate expectations to developers, engineers, and construction professionals.

The proposed 2025 update incorporates best engineering practices and has been benchmarked against standards from several Saskatchewan municipalities. These updated guidelines reflect the City's approach to constructing water, sewer, stormwater, roadway, and park infrastructure over the past decade. They also aim to balance development costs with long-term asset performance for watermains, sanitary and storm sewers, roads, and parks.

These standards, if approved by City Council, will establish the "starting point" for determining the services required for every new subdivision within the City. By adopting these specifications in the form of a "standards manual", there will still be the opportunity for Developers and City Administration to negotiate variances from the standard on a case-by-case basis. Any variance from these standards would need to be specifically itemized within a Service Agreement, which is a document that would need to be approved by City Council.

**SUMMARY OF PROPOSED CHANGES & RATIONALE FOR THE CHANGES**

**Chapters 1 to 3 – Introduction & General Requirements, Land Development Process, and Construction**

- Chapter 1 lists purpose and scope of the design manual, lists regulations governing land development and lists responsibilities of the developer.
- Chapter 2 provides a full process roadmap for development (Sector Plans, Concept Plans, subdivision approval, development permits for infill, etc).
- Chapter 2 also states the detailed design requirements including lot grading plans, plan and profile drawings of underground utilities, and road networks. All final drawings be stamped by a professional engineer.
- Chapter 3 sets out best construction practices including providing a schedule for the proposed development, prime contractor responsibilities, traffic management requirements for road closures, quality control, project maintenance (2 years) and record drawing requirements.

**Rationale:** These chapters layout the expectations of the City to the developer so they better understand the land development process. The detailed design drawing requirements list out the City's expectations so they can review the proposed water, sewer, storm, road, and landscaping works prior to the start of construction.

**Chapter 4 - Water Distribution System**

- Minimum water main size increased from 150 mm to 200 mm (with specific exceptions for short, looped segments).
- Hydrant spacing tightened to ensure most developments include a mid-block hydrant where warranted.
- Adds minimum fire-flow requirements by development type; the lowest allowable fire flows reflect the capabilities of the City's ladder truck.

**Rationale:** System upgrades since 2012, including a upgraded Water Distribution Plant with increased pumping capacity supports higher fire flows. The new modern firefighting vehicles also require higher fire flows. The water distribution changes supports higher fire flows, network resiliency, and future intensification.

**Chapter 5 - Sanitary Sewer Network**

- Introduces design flow criteria, sewer capacity checks, and minimum slopes by pipe size.
- Clarifies standards for manhole spacing.
- Notes that future development – intensification can only occur in areas with available sanitary sewer capacity.

**Rationale**: Targeted updates intended to reduce maintenance needs for our sanitary sewer network.

**Chapter 6 - Stormwater Management**

- Incorporates findings from the City's recent climate change impact assessment and citywide stormwater model.
- Clarifies the two-system approach and associated design storms:
    - Minor system: 1-in-5-year event conveyed by the underground storm sewer to the City's main drainage channel.
    - Major system: 1-in-100-year event conveyed by overland flow to dry and wet ponds for temporary storage and controlled release.
- Establishes minimum storm pipe sizes and minimum slopes by diameter.
- Defines design requirements for dry and wet ponds, and sets minimum grading standards between properties.
- Requires concrete drainage swales in areas with shared property lines, no back lanes, and poor grading.

**Rationale:** Reduces the risk of property damage during severe rainfall events. The standards also support making the stormwater retention areas a usable public space.

**Chapter 7 - Service Connections**

- Adds storm sewer connection requirements for commercial and industrial properties where appropriate.

- Introduces oil and grit separator requirements for commercial/industrial sites to improve runoff quality.

**Rationale:** Reduces peak runoff from large parcels during major storms and improves stormwater quality entering City systems.

**Chapter 8 - Roads Network**

- Stronger minimum road structures to improve service life and reduce premature failures.
- Underdrains required in areas with a high water table.
- Geotextile now required for all roads.
- Increased minimum asphalt thickness for collector and arterial roads to match current construction practice and expected loading.
- Lanes must match the adjacent roadway structure.
- Minimum road right of way requirements for local, collector and arterial roadways.

**Rationale:** Early roadway deterioration has primarily been structural, not surface related. These changes align the standards with how the City has successfully built roadways over the last decade and are intended to extend the service life of the roadway and reduce lifecycle maintenance costs.

**Chapter 8 - Sidewalks and Trails**

- Increased minimum sidewalk width from 1.2m to 1.5m.
- New minimum paved trail width of 2.5m
- Reduced requirements for sidewalks in residential areas from both sides of the street to one side for crescents and streets. No Sidewalks are required for cul-de-sacs. Higher volume roads may still require sidewalks or trails on both sides.

**Rationale:** Sidewalk standards have been revised to be more flexible to match anticipated pedestrian demands and limit long term costs for replacements.

**Chapter 9 - Landscaping Standards**

- Standards have requirements for parks to be completed by developers.
- This includes landscaping features such as:
    - Site Grading

- Topsoil & Grass Seeding
- Trees & Shrubs
- Amenities such as benches, trash cans, signage, fences
- Playground standards
- Pedestrian connections (Trails)

- Site specific requirements for buffer strips, environmental reserve, municipal reserve, boulevards, medians and front yards, utility corridors and right of ways, trail and pathway systems, and stormwater management facilities.

**Rationale:** Over the past 10 years, it has been challenging for the City to develop new parks following development. By increasing the minimum landscaping standards, this will improve the quality of greenspace in new developments.

**OPTIONS**

- Approve the 2025 Minimum Design Standards as presented.
- Decline the proposed changes
- Request modifications and direct Administration to return with a revised draft.

**ATTACHMENTS**

- Design Standards Manual - November 2025
- Schedule F – 2012 Minimum Development Standards (To Be replaced with new the new Design Standards Manual)

**COMMUNCATION AND ENGAGEMENT**

If Council approves the standards, Administration will:

- Distribute the final document to developers and consultants.
- Update the City website and reference materials.

**FINANCIAL IMPLICATION**

**City of Humboldt:** Over the lifecycle of new assets, the stronger structures and clarified requirements are expected to reduce maintenance and renewal costs.

**Developers:** Increased up-front construction costs are anticipated. Administration has taken care to minimize cost increases while achieving required performance. A summary of the anticipated cost increases/reductions are:

- Water Distribution System – Estimated 10% increase for using 200mm pipe size instead of current 150mm minimum. This will provide a substantial increase in emergency fire flows for the upgraded areas.
- Sanitary Sewer System – Negligible changes
- Storm Sewer System – Estimated 30% increase costs to accommodate changes made from 2024 City of Humboldt – Updated IDF Stormwater Design Criteria Review. This includes larger pipes for minor storm events, and larger storm water storage for major storm events.
- Roads – Estimated 10% increase from geotextile requirement and underdrains in areas with high water table.
- Lanes – Negligible changes. Where lanes are not used, developer would still need to place concrete swales in the rear properties for drainage.
- Sidewalks & Trails – Estimated 30% reduction in costs from reduced number of sidewalks required in residential areas.
- Landscaping Costs – Estimated 50% increase as parks now have to be designed & constructed.

**CONCLUSION**

The proposed 2025 updates reflects best engineering practice and aligns with other municipalities of similar or larger size. The new standards minimize upfront & long term cost to the tax base while attempting to increase the quality of parks, trail systems and roadways. The new standards allow for future growth & densification, address climate change impacts and improve fire emergency response capabilities.

# DESIGN STANDARDS MANUAL

**NOVEMBER 2025**

# Table of Contents

# CHAPTER 1. INTRODUCTION & GENERAL REQUIREMENTS

## 1 OBJECTIVE

This manual has been prepared to provide process and design information to interested parties who require information about the following:

- New subdivision developments, infill development and redevelopment of properties in the City of Humboldt (CoH)
- Additions or alterations to city owned water and sewer system infrastructure.
- Additions or alterations to city owned transportation infrastructure.
- The manual identifies minimum acceptable standards for typical conditions encountered during design.

### 1.1 Scope

These standards apply to the design of municipal services for new subdivisions, infill development and redevelopment of properties in the CoH. Information is also provided on the land development process, construction practices, requirements for the submission of plans and specifications as well as consultant guidelines for inspection and construction.

Standards for the following municipal infrastructure are included:

- Potable Water Distribution System;
- Sanitary Sewage Collection System;
- Stormwater Collection System;
- Transportation System; and
- Landscaping Standards

Standards for gas, power, and communication services are not part of this manual. These services shall be arranged between the Developer and the respective utility/service companies. The Developer shall pay costs for these services. The City shall approve the utility design and locations.

## 2 REGULATORY AUTHORITY

The CoH has responsibility and authority for the planning, operation, and maintenance of municipal streets and public utilities under:

- The Planning and Development Act (Saskatchewan)
- The Cities Act (Saskatchewan)

### 2.1 The Planning and Development Act

Saskatchewan's Planning and Development Act establishes the legal framework for community planning in the province. Humboldt: 2035 – Official Community Plan, Bylaw No 03/2016 and the Zoning Bylaw, No 04/2016 are the main tools that are used to guide planning and development in Humboldt.

## 2.2 The Cities Act

The Cities Act of Saskatchewan includes legislation to control the operation and maintenance of municipal streets and public utilities. The CoH is designated as the regulatory body responsible for water delivery, sanitary sewage and storm water collection, and roadway systems.

The CoH has developed several bylaws, which are referenced throughout this document, to guide the design and construction of utilities for new developments.

## 2.3 City of Humboldt

The City of Humboldt is responsible for the planning, design, operation, and maintenance of the water distribution system, the sanitary sewage system, the stormwater management system, roadways, parks/open spaces, and other CoH assets. The City of Humboldt's regulatory role ensures that:

- The City of Humboldt grows in an orderly fashion;
- All developments are close to existing services;
- All developments adhere to standard engineering design and construction practices; and
- All developments do not overload existing services.

# 3 PROPONENT'S RESPONSIBILITY

The Proponent and the Proponent's Engineer are responsible for the design and construction of new neighbourhoods in accordance with good engineering practice considering the site-specific conditions of the development and the provision of drawings detailing the design for construction or the field conditions as constructed.

## 3.1 Existing Data

When tying into the existing utility or transportation network, the Proponent is responsible for acquiring and analyzing the best available information or estimates for the existing network.

## 3.2 Engineering

Proponents must ensure that all work is in accordance with good engineering practice and meets the requirements of applicable codes and regulations.

The Proponent shall engage a Professional Engineer, registered or licensed in the appropriate discipline to practice in the Province of Saskatchewan, to be responsible for design and construction of all engineering works other than those carried out directly by the CoH or an applicable utility.

Private Proponents shall advise the CoH regarding which consulting engineers are assigned to projects. Their specific responsibilities shall be outlined.

The Proponent is responsible for coordinating the design and construction of shallow bury utilities such as natural gas, electrical, telecommunications, and street lighting.

## 3.3 Other Qualified Professionals (Surveyors, Planners, Etc.)

Proponents may need to consult with other Qualified Professionals for design and construction outside the scope of engineering as outlined in 3.2. The Proponent must ensure that all work is in

accordance with accepted professional practice design and meets the requirements of applicable codes and regulations.

The Proponent shall engage a Qualified Professional, registered or licensed in the appropriate discipline to practice in the Province of Saskatchewan, to be responsible for design & construction of all applicable works other than those carried out directly by the City of Humboldt, the professional engineer as defined in 3.2 or an applicable utility.

Private Proponents shall advise the City of Humboldt regarding which consulting Qualified Professionals are assigned to projects. Their specific responsibilities shall be outlines.

# 4 LIABILITY

The Proponent shall save harmless the CoH from any and all claims to those services that are their responsibility arising out of, or related to, their development.

# 5 IMPORTANT NOTES

The information and specifications in this manual will be updated on an as-needed basis. Designers are responsible for referencing the most recent version of the manual in their design, which will be available on the City of Humboldt website: https://www.humboldt.ca

## 5.1 Contact Information

Inquires regarding these standards should be directed to the City of Humboldt. Inquires should be directed to city hall. 1-306-682-2525, info@humboldt.ca

## 5.2 Alternative Standards

This manual presents standards for routine design procedures, but is not meant to limit creativity and innovation in design. The City of Humboldt anticipates that departures from these standards may occur for good reason and for the benefit of the development and the City of Humboldt as a whole. The use of alternative standards must be discussed with, and approved by the City of Humboldt at the earliest possible stage of planning.

# 6 NAMING AND CIVIC ADDRESSES

As per the Policy 1530, Naming Streets, Parks and other Public Buildings, the City of Humboldt shall be responsible for the naming of suburban development areas, neighbourhoods, streets, parks, and major municipally-owned/controlled facilities.

- Roadway names shall be entered on development plans after a suitable name has been selected.
- Block numbering shall be performed in a logical sequence to assist emergency response personnel with the location of civic addresses.

# CHAPTER 2. LAND DEVELOPMENT PROCESS

## 1 OBJECTIVE

The land development Process shall guide the orderly and rational development of the City of Humboldt in a manner that balances the environmental, social, and economic needs of the community.

## 2 SUBMISSIONS AND APPROVALS

### 2.1 Regulatory Requirements

The Proponent is responsible for being aware of the regulatory requirements governing land development, and for compliance with these requirements.

In addition to the manual, regulatory and supporting documents that shall be referenced for the design and construction of land development include, but are not limited to, the following:

- The Planning and Development Act, 2007
- Bylaw No. 03/2016 – Humboldt: 2035 – Official Community Plan
- Bylaw No. 04/2016 – The City of Humboldt - Zoning Bylaw
- Bylaw No 09/2024 – Northwest Area Structure Plan
- Bylaw No. 15/2025 – South Area Structure Plan
- Standard Construction Specifications
- Standard Construction Drawings
- Approved Secondary Plans (e.g., Sector Plans, Concept Plans, and/or Corridor Plans, Transportation Plans)

### 2.2 Submissions and Process

Submissions that are typically required from Proponents during the land development process include the following:

- Sector Plan
- Concept Plan
- Application for Subdivision or Development Permit (Where subdivision is not occurring)
- Servicing and Development Agreement
    - Easement Agreement(s)
    - Detailed Design Drawings and Documents
    - Construction Estimates – To determine:
        - Insurance
        - Surety; and

### 2.3 Other Approving Authorities

The City of Humboldt is not a subdivision approving authority. Ministry of Government Relations (Community Planning Branch) is the approving authority for subdivisions and adoption of Official Community Plans and subsequent amendments.

The Proponent is responsible for obtaining approvals from appropriate authorities in a timely manner.

A Plan of Survey shall be submitted to the Controller of Surveys for approval to register the plan with the Information Services Corporation (ISC) of Saskatchewan.

The Water Security Agency is responsible for providing permission to construct on all new water and sewer works, excluding service connections.

Technical Safety Authority of Saskatchewan (TSASK) is the approving authority for private water and sewage works.

The Ministry of Highways and Infrastructure may require consultation depending on the proximity of the development to highways.

The Proponent is required to consult with Canada Post in conjunction with subdivision applications.

The Proponent shall contact Access Communications to include their communication services.

The Ministry of Government Relations refers subdivision applications to other authorities/agencies, which includes but is not necessarily limited to the following:

- Ministry of Agriculture
- Ministry of Economy
- Ministry of Education
- Ministry of Environment
- Heritage Branch of the Ministry of Parks, Culture, and Sport
- Local School Boards(s) Regional Health Authority
- Saskatchewan Water Corporation
- SaskEnergy
- SaskPower
- SaskTel
- Trans Gas

## 3 SECTOR PLAN

If a proposed development is not already within an approved Sector Plan, then a Sector Plan shall be prepared unless it is determined by the City of Humboldt that it is not required due to the scale of the proposed project.

Sector Plans are typically designed at a multi-neighbourhood scale. They outline the proposed sequence of development, general land uses, density of population, general location of major transportation routes, public utilities, sequencing of development, and other matters considered necessary for development. Sector Plans guide the preparation of subsequent concept plans for each development phase identified in the plan.

The Sector Plan shall be prepared by qualified professionals and submitted to the City for internal circulation concerning planning, servicing suitability, and other requirements prior to Council consideration and adoption into the OCP.

Submission of final mapping and the Sector Plan shall be in AutoCAD-compatible digital files and word format.

# 4 CONCEPT PLAN

A Concept Plan shall be produced in conformity to the Sector Plan it is subject to. If there is no Sector Plan due to the scale of the project, the Concept Plan may proceed at the City's discretion.

The Proponent is responsible for completing the appropriate planning and research to confirm that a site is developable is feasible and suitable prior to submitting a concept Plan to the City of Humboldt.

The plan shall provide a comprehensive representation of the proposed development and adequate detail to form the basis for servicing, development, and marketing at a neighbourhood scale. The plan shall be prepared by qualified professionals and submitted to the City for internal circulation concerning planning, servicing suitability, and other requirements prior to Council consideration and adoption into the OCP.

When submitting an application for a Concept Plan (or amendment), the Proponent shall at a minimum, include the following figures:

- Land Ownership Map
- Land Use Plan
- Infrastructure and Servicing Plan(s)
- Transportation Network Plan(s)

For additional guidance on the requirements for Concept Plan (or amendment) applications, contact the City.

# 5 APPLICATION FOR SUBDIVISION

Once the Concept Plan (or amendment) and supporting information have been approved, an application for subdivision is required. The application for subdivision must be submitted to the Community Planning branch of the province of Saskatchewan.

For more information refer to https://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development/subdivision-zoning-and-land-use/municipalities-and-the-subdivision-process

A certificate of approval from community planning is required to start construction. The developer must agree to enter into a servicing agreement with the City of Humboldt as part of the subdivision process.

## 5.1 Certificate of Approval

Once approved, a Certificate of Approval will be issued provided that the conditions of approval are satisfied. These conditions can include:

- Servicing agreement(s).
- Easement agreement(s).
- Payment of development charges.
- Provision of surety and proof of insurance; and
- Payment of approval fees.

## 5.2 Appeals

In accordance with the Planning and Development Act, Proponents may file a written appeal to the Planning Appeals Committee of the Saskatchewan Municipal Board.

## 6 Infill/Redevelopment/Intensification of a Site

When development of a single site is proposed without a subdivision application, the Proponent must apply to the City for a development permit prior to development. Examples of this type of development may include development of a vacant property, redevelopment of a property, or intensification of a property. These types of developments are subject to Planning and Development Act.

The application, together with the appropriate supporting documentation and fee, shall be submitted to the City for approval. The City will determine if an agreement is required, based on if there are servicing requirements or development levy requirements.

Documentation that shall accompany an application for a development permit is set out in the Zoning Bylaw. In addition to the above, supporting documentation to service a site includes:

Detailed design drawings as outlined in relevant sections of the Design Standards Manual.

The application will be reviewed for completeness and for compliance with applicable policies and regulations.

An agreement, if deemed necessary by the City, will be authorized by all parties prior to Development Permit issuance and will be registered on title at Information Services Corporation.

### 6.1 Development Permit Approval

Once the project is ready for approval, a Development Permit will be issued and may contain conditions that must be met during the development process.

### 6.2 Appeals

Proponents may appeal a Development Permit Refusal, as well as conditions of approval.

## 7 DEVELOPMENT & SERVICING AGREEMENT

Proponents shall enter into development & servicing agreements with the City of Humboldt for installation of any infrastructure, payment of development charges, dedication of municipal reserve, etc. as per the Planning & Development Act. Individual servicing agreements are linked to the portions(s) of development that are scheduled for construction.

Each agreement outlines the responsibilities, quality standards, fees, and liabilities that are assigned to the Proponent and to the City of Humboldt within each construction area

## 8 EASEMENT AGREEMENT

Where a buried utility main or applicable surface feature crosses private property, the Proponent shall provide a legal easement that is registered on the affected land title. The easement shall allow the private property overlying the utility to be accessed for maintenance purposes. Utility easements shall be registered on a Feature Plan and affected titles.

The proponents are responsible for registration of all required easements in the name of the owner of the infrastructure, with consultation as required from the City of Humboldt. All easements must be registered prior to the sale of property.

Buried utilities in new subdivisions are to be located within rights of way. Utilities shall be constructed parallel to property lines wherever possible.

Minimum easement widths are specified in the following table.

***Minimum Easement Widths***

| Description | Minimum Easement Width (m) |
|---|---|
| Water or storm or sanitary main | 6.0 |
| Any two of above in common trench | 7.5 |
| Any two of above in separate trenches | 9.0 |
| All 3 of above plus a shallow buried utility (gas, power, etc.) | 12.0 |

The City of Humboldt shall approve all easement locations and widths.

# 9 AREA DEVELOPMENT LEVIES/CHARGES

The Planning and Development Act provides authority for municipalities to collect a fee for developments with or without subdivision to pay for the capital costs directly or indirectly related to new development but outside the scope of work the proponent is expected to install. This is one of several financing sources that municipalities use to pay for infrastructure costs associated with growth.

Area development charges are also commonly referred to as prepaid service charges. The charges that apply to each proposed development shall be specified in individual servicing agreements. The CoH shall make all attempts to define the Proponent's costs at the Concept Plan stage. Unforeseen costs may be charged as they arise at the discretion of the CoH.

## 9.1 Offsite Construction or Reconstruction Charges

Offsite construction or reconstruction charges shall apply to upgrading or reconstruction work, of existing utilities and transportation infrastructure, which will need to be undertaken to adequately service or accommodate the proposed development. These charges will vary according to the requirements of individual developments and may be unique to a particular development. Example: Neighbourhood offsite storm water retention/detention pond – A fee would be charged in lieu.

## 9.2 Offsite Service Charges

Service Charges (whether incurred as Servicing Agreement Fees or Development Levies) shall apply for the provision of trunk sewers, primary water mains, arterial roadways, and other permanent services to the proposed development. The offsite service charges do not provide funds for temporary services.

## 9.3 Direct Servicing

Direct servicing charges shall be applicable to the provision of services within the proposed development.

# 10 DETAILED DESIGN

The Proponent shall receive formal approval from the City of Humboldt to proceed with all, or a portion of, detailed design. Detailed design documents include drawings and specifications for streets, curbs, sidewalks, and all applicable buried utilities.

A labelled and dated digital copy of these shall be submitted to the City for approval. The documents shall later be incorporated into the construction contract(s) and the Development & Servicing Agreement.

All final drawings for approval shall bear the stamp of a licensed Saskatchewan Professional Engineer.

All existing and proposed underground services, structure and features shall be shown.

## 10.1 Required Engineering Drawings

The following plans will form a part of the design drawings set:

**Cover Sheet:** This will show the name of the subdivision, stage of development, location plan, and names of the Developer and Developer's Engineer. Space permitting, the index plan may be included here. A key plan of City of Humboldt, or a significant portion thereof, shall be included, illustrating the location of the development or project.

**Index Plan:** This plan will be prepared on a scale of 1:1000, or a reduction thereof to fit the standard size sheet, and will indicate that portion of the street that relates to a particular plan/profile sheet.

**Lot Grading Plan**:

This plan will be drawn to a scale of 1:1000 and will indicate the following:

- finished lot corner elevations, grades and direction of flow,
- type of lot drainage (split drainage, front to back, back to front, etc.)
- Invert and location of sewer and water service locations,
- Finished grades for buildings.
- sanitary service elevation at property line.
- Identify all lots with areas of 1.0 m of fill or greater, with these lots shaded a different colour.

**Master Drainage Plan:**

Where required by the City for larger scale developments, a Master Drainage Plan shall be prepared and used in developing and comparing alternatives, and to select the optimum storage and drainage solutions for a development area. This plan will be prepared by the City's consultant at the developer's expense.

**Storm Sewer Drainage Plan:** This plan will be drawn to a scale of 1:1000 and will indicate the following:

- Alignment, location, size, type, grade, and length of all storm sewer including manholes and catch basins.
- Rim & Invert elevations of all manholes and catch basins.

- Contours at 0.25m intervals.
- Direction of surface drainage with slopes shown along drainage paths which demonstrates the minor flows and major flows.
- Areas of trapped lows will be shown shaded with a maximum ponding depth.
- Storm water catchment areas (in Ha) shall also be noted.
- Dry / Wet Storm Pond details shall include floor elevation, normal water level, high water level, side slope grading, and shall note storage volumes.
- Plan and profiles of all major ditches/drainage courses.
- A table showing storm design calculations will also be included. Noting 1 in 5 and 1 in 100 peak flow rates.

**Water, Sanitary and Storm Sewer Servicing:**

This plan will be drawn to a scale of 1:1000 and will indicate the following:

- Plan and profile of all water mains, sanitary sewers, and storm sewers. The drawings shall include:
    - Rim & Invert of all catch basins and manholes.
    - Location of all water valves, hydrants, reducers, and bends.
    - Water, Sewer and Storm services to property line shall be noted as well.
    - Location, size, type, grade and length of all pipes.
- Plans, sections and details of unique features (manholes, weirs, lift stations), as required.
- Indicate extent of work to connect to existing water, sewer and storm system.
- Any other plans and details required to clearly show the water and sewer servicing.
- A table summarizing sanitary flows shall be included with the drawings.

**Road, Sidewalk, and Lanes Plan:**

This plan will be drawn to a scale of 1:1000 and will indicate the following:

- Location and widths of roads, lanes, sidewalks, walkways, trails and right of way widths & alignments.
- Road structure and curb structure
- Note location of surface infrastructure such as hydrants, valves, manholes, streetlights.
- Road CL, Curb & Sidewalk/Trail elevations and slopes at all changes in grade and geometry.
- Include typical road cross-section for each type of road and trail as well as any additional sections required to clearly show the design.
- Note all proposed approaches for rural cross sections and collector / arterial urban roadways.
- Note limits of construction.

## 10.2 Landscaping Drawing Requirements

This plan will be drawn to a scale of 1:1000 and will indicate the following:

- finished lot corner elevations, grades and direction of flow,
- existing and proposed contours at 0.25 m intervals.
- Sidewalk / Trail locations, dimensions, and grading
- Elevations of Playground features

- Locations of amenities
- Location and type of trees & shrubs.
- Any relevant storm features such as catch basins, dry / wet storm ponds, etc.
- Irrigation System.

All components of the irrigation system shall be shown as installed, with clear measurements from an identifiable reference point to the location of the controller and its circuit breaker, master valve, zone control valves, main water connection, blow out connection, pump and its electrical connections, and any other similar features.

## 10.3 Power, Gas, Telephone And Cable Utility Plan Requirements

This plan will include:

- Street Light Locations as designed, or approved by the power utility.
- Dimension of all Easements.
- Location of pedestals, transformers, cabinets, and other hardware.
- Lot Numbers

## 10.4 Specifications

Specifications shall outline standards comparable to current CoH specifications for similar work, found on the City's website.

All final specifications for approval shall bear the stamp of a licensed Saskatchewan Professional Engineer.

## 10.5 Tendering

All works funded by offsite service charges shall be publicly tendered.

## 10.6 Staging

The construction of developments is typically staged, with servicing completed initially and lots and parcels sold in phases over several years. If the Proponent elects to stage the project, each stage shall be a cohesive unit and shall, in the opinion of the CoH, have sufficient road and utility links to function safely and effectively.

## 10.7 Permits

The Proponent shall be responsible for receiving construction permits from the appropriate authorities in a timely manner, including the appropriate Building and Development Permits from the CoH.

# CHAPTER 3. CONSTRUCTION PRACTICES

## 1 OBJECTIVE

The following construction practices are intended to provide guidance for the safe and timely construction of the proposed subdivision in the City of Humboldt (CoH)

## 2 SUBMISSIONS AND APPROVALS

The Proponent is responsible for being aware of the regulatory requirements governing construction practices, and for compliance with these requirements.

### 2.1 Traffic Control

When work impacts existing roadways, the Proponent must submit to the City, a detailed written Traffic Management Plan that outlines approximate dates, details on closure times, durations, barricade locations, signage, alternate routes, emergency vehicle consideration, and a traffic control plan (diagram) for each work zone.

This traffic control plan shall be submitted at least 7 calendar days before the start of the project.

### 2.2 Schedule

An itemized construction schedule shall include start and completion dates for the following:

- Stripping of topsoil
- Area grading
- Legal Property Staking
- Installation of water and sanitary sewer mains
- Installation of water and sanitary sewer service connections
- Installation of storm sewer mains & catch basins
- Preparation of sub grade
- Preparation of sub base
- Preparation of base
- Installation of curbing & sidewalk
- Installation of SaskPower, SaskEnergy, and Communication Utilities
- Paving
- Street lighting
- Signing

This schedule shall be submitted at least 7 calendar days before the commencement of any construction. All changes in schedule shall be communicated in writing.

## 3 APPROVAL TO CONSTRUCT

No work may proceed without written approval. Approval to construct shall be granted, in part or in whole, based on compliance with the requirements that are outlined in the Land Development Process section of this manual, the submission of the appropriate detailed design documents, and the payment of the appropriate fees.

Written approval to construct will be granted within 28 days of submission of all the above information or reasons will be given for withholding approval. Approval may be accompanied by terms and conditions at the discretion of the CoH.

Following approval to construct, and prior to actual construction, the Proponent shall submit a list of contractors and a list of materials to the Department of Public Works & Utilities. The list of materials shall identify the manufacturer and, where applicable, the manufacturer's designation for the product.

# 4 CONSTRUCTION

The Proponent shall be responsible for all on-site activities during construction.

## 4.1 Certification

The Proponent shall ensure that all personnel on the construction site are appropriately trained and certified for the work that they are to perform.

## 4.2 Quality Control

Construction shall be supervised by adequate numbers of technically qualified and municipally experienced personnel.

## 4.3 Safety

The Proponent shall implement and maintain safe construction practices, adhere to Occupational Health and Safety requirements, and use warning and protective devices that are adequate to protect all persons and property. For the duration of the project, the proponent or their designated contractor shall assume responsibility as Prime Contractor as noted in the Saskatchewan Occupational Health and Safety Regulations.

- If an emergency arises, which in the opinion of the CoH risks either the safety of the public or of the utilities system, the CoH shall have the right to take such action, without notice, as is deemed necessary.
- The Proponent shall be advised of such action within a reasonable time and shall pay the cost of it.

## 4.4 Survey

Registered plans are available from the Information Services Corporation (ISC).

The Proponent is responsible for the preservation of survey monuments.

Prior to the acceptance of the subdivision by the City, the Proponent must provide a statement from a Saskatchewan Land Surveyor approved by the City that, after the completion of the subdivision work, they have found or replaced the following: all standard iron bars as shown on the registered plan, and survey monuments at all block corners, the end of all curves, other than corner rounding, and all points of change in direction on streets on the registered plan

## 4.5 Records and Reporting

The City retains the right to request record drawings, inspections, survey and geotechnical testing records.

Record drawings ("as-builts") shall be maintained to provide an accurate history of construction.

Documents shall have content and detail to prove compliance with the City of Humboldt Standard Construction Specifications and Drawings.

Drawings shall be certified with a 'Record Drawing' or 'As-Built' stamp and shall be signed or initialled by a licensed Saskatchewan Professional Engineer.

The City of Humboldt reserves the right to withhold approval of future design drawings unless all record drawings for previous construction have been submitted to the satisfaction of the City.

## 4.6 Construction Work

The Proponent shall:

- Repair any damages caused to any existing road, including sidewalk/curb/gutter, road allowance, lane, or existing structure or plant located on the road allowance as a result of subdivision development.
- Pay for any costs associated with relocating existing services such as hydrants, telephone poles, etc., which may be necessary for the subdivision development.
- Be responsible for adjusting all hydrants and main valve boxes to the established grades as they are developed until the City issues the Completion Certificates for maintenance of streets and lanes.
- Place all service valve boxes 150mm underground to prevent damage. The service connection contractor will raise the valve boxes to finished grade when the utility connection is made.
- Obtain written permission from the Municipality for carrying out any blasting operations before they proceed with any blasting.
- Fill in lots requiring additional topsoil/fill with additional topsoil/fill.
- Dispose of all construction garbage, debris, and rocks from the Development Area in an orderly and sanitary fashion at an approved location. The Proponent is responsible for the cost and execution of removal or disposal of garbage, debris, and rocks
- During construction of a storm water wet pond, the area around the wet pond shall be protected with a silt fence, as required during the construction phase to prevent erosion and sedimentation.
- Provide all utility, construction and service easements which may be required, at no cost to the City or any other utility agency or service and to keep the said easements clear for the purposes of the various utility agencies.
- Provide and register a utility easement plan as required by the City Administrator.
- Provide for a covenant in all memoranda of sale or other purchase agreements within the Development Area to the effect that the grades set on such easements shall not be changed.

## 4.7 Testing

The Proponent is responsible for arranging any tests necessary to ensure that all work is done in accordance with the City of Humboldt Construction Specifications and Drawings.

The CoH may undertake specialized testing beyond the standard requirements for the work. If deemed necessary, this testing may be completed at the sole cost of the Proponent.

# 5 CONSTRUCTION COMPLETION

Construction completion is achieved when the work may be placed in safe and reliable operation. In order to receive a Construction Completion Certificate, the Proponent shall provide the following documentation:

- As-built plans and records, signed and sealed by a licensed Saskatchewan Professional Engineer, as proof of compliance with the CoH requirements;
- Operations and maintenance manuals for any sewage pump stations; and
- A letter, signed by a licensed Saskatchewan Professional Engineer, certifying that the work has been inspected during and after construction and, in the opinion of the Proponent, the CoH standards have been met.

## 5.1 Inspection

City personnel will undertake a visual inspection, with the Proponent's engineer and the Proponent's contractor(s) present, following the submission of the above documentation.

Official final inspections will be required when the work is turned over to the City. The format and method for these inspections will be specified by the City.

# 6 MAINTENANCE PERIODS

All infrastructure constructed by the Proponent shall be the property of the CoH immediately upon completion of construction. However, the Proponent shall be responsible for all repair and replacement from the date of the Construction Completion Certificate to the end of the maintenance periods, typically 2 years for all infrastructure, unless specified otherwise in the Servicing Agreement.

In the case of an emergency within the boundaries of the development (e.g. a broken water main or blocked sewer main) during the maintenance period, the CoH may undertake emergency repair measures and charge the cost of the repairs to the Proponent.

# 7 FINAL ACCEPTANCE

The Proponent shall apply for a Certificate of Final Acceptance not less than 30 days prior to the end of the maintenance period. This application shall include:

- Documentation of all repairs done during the construction and maintenance period, including the location, nature of repair, cause of failure, and any other information pertinent to the repair.
- As-built records including original digital files, hard copies, connection drawings, and other information as required by the CoH.
- Copies of approvals to operate issued by the appropriate governing agencies.

## 7.1 Final Inspection

Final inspection reports shall be completed no less than 60 days prior to the end of the warranty period.

# CHAPTER 4. WATER DISTRIBUTION SYSTEM

## 1 GENERAL

The design of the water system shall conform to the Saskatchewan Environment Code - Water Main Chapter, Waterworks Design Standard and Water Pipeline Design Guidelines, latest editions, as published by the Saskatchewan Ministry of Environment and used as a companion to the applicable Acts, regulations, and other provincial publications and as amended by these Guidelines and Standard Details.

These Design Standards shall be used in conjunction with the related City Construction Specifications.

The Proponent is responsible for being aware of the regulatory requirements governing the development of the water distribution system, and for compliance with these requirements.

## 2 SUBMISSIONS AND APPROVALS

All Drawing plans and Engineering documents must be submitted to the City for approval. All design drawings will follow the requirements stated in the drawings section of the General Requirements.

All calculations, schematic diagrams, computer printouts, etc. shall be submitted together with the design plans.

The certificate from a qualified person stating that the water main design plan satisfies the requirements of the Saskatchewan Environmental Code – Water Main Chapter shall be submitted together with the design plans.

## 3 DESIGN REQUIREMENTS

Each water distribution system extension or modification shall connect appropriately with the existing distribution network, provide adequate capacity for the proposed development, and if applicable, shall include infrastructure and capacity provisions for adequate future developments as required for future development.

All water infrastructure (pipelines, booster pumps, hydrants, and appurtenances) that is or will become City owned and operated shall be within and public right of way or easement.

The design of the water distribution system shall be based on supplying the maximum daily demand plus fire flow or peak hour demand; whichever is greater.

### 3.1 Modelling

The Developer's Engineer shall perform a hydraulic network analysis unless the City approves otherwise. The analysis shall be completed for the complete development area plus all surrounding areas that have the potential to be impacted by the development.

The Developer's Engineer shall identify the areas potentially impacted by the development and obtain approval from the City of the area to be analysed.

The Hazen-Williams Formula should be used to model the friction head loss of water flowing through the pipe.

$$V = 0.85 \times C \times R^{0.63} \times S^{0.54}$$

Where:

V = Velocity (m/s)
R = Hydraulic radius = Area/wetted perimeter (m)
S = Slope of hydraulic grade line (m/m)
C = Coefficient of roughness (m0.37/s)

A Hazen-Williams coefficient of 120 shall be used for modelling for all pipe materials.

The maximum design velocity shall be 1.5 m/s during peak hour operation. Maximum localized velocity shall be 3.0 m/s for maximum day demand + fire flow scenario. If fire flow velocities exceed 3.0 m/s contact the City for approval.

The current operating pressure for most of Humboldt is 345 kPa (50psi).

Mains shall be sized that residual pressure at any location at the ground level shall not be less than 280 kPa (40 psi)

The minimum residual pressure at ground level for the required fire flow is 140 kPa (20psi).

## 3.2 Water Consumption Requirements

The minimum per capita consumption used for analysis shall be:

- Average Daily Demand 300 liters/capita/day.
- Maximum Daily Demand 2 x Average Demand
- Peak Hourly Demand 3 x Average Demand

The design population shall be the ultimate for the area under consideration for development or redevelopment

For non-residential developments, the minimum population used for the design shall be:

- Commercial 65 persons/ha
- Institutional 50 persons/ha
- Industrial 25 persons/ha

## 3.3 Fire Flows

The distribution system will be required to provide adequate fire flows. The following table lists recommended minimum fire flows. Due to constraints tying into existing neighborhoods, the City may consider lower minimum fire flows on a case by case basis. (Assuming that upgrades made to current neighborhoods would bring these lower minimums up to the recommended minimums.)

***Minimum Fire Flows by Land Use***

| Land Use Category | Units per gross hectare | Minimum Fire Flow |
|---|---|---|
| Low Density Residential | 12 up to 25 | 90 L/s |
| Medium Density Residential | 25 up to 50 | 120 L/s |
| High Density Residential | 50 and over | 150 L/s |
| Non-Residential | Site Specific | Typically, 150 L/s – 220 L/s* |

*For all non-residential uses, the minimum fire flow shall be discussed with the City of Humboldt.

On property fire flow requirements are the responsibility of the owner/builder

### 3.4 Staging and Interconnectivity

The City of Humboldt will work this the Proponent to identify key points of connectivity between new and existing developments.

The staging of the project shall minimize the number of dead end lines, and looping may be required to maintain adequate fire flows in the event that future phases are delayed.

## 4 WATER MAINS

### 4.1 Sizing

Pipes shall be sized between 200mm & 300mm. Mains sized larger than 300mm shall only be used at the City of Humboldt's discretion for strategic locations within the City of Humboldt.

150mm Pipes will only be considered for looped sections of pipe under 200m long, provided they still provide adequate fire flows.

Dead end lines in high density residential areas, commercial, industrial or institutional shall be a minimum of 250mm. (200mm may be considered if modelling shows that there are adequate fire flows for the area.)

### 4.2 Location

Mains shall be located in either a street or lane right-of-way. When this is not possible, an easement is required.

The minimum easement width shall be 6m. Where there is more than one utility proposed for the easement, the minimum width shall be increased to allow for proper separation between the utilities.

The water main shall be located at least 3m from the property line. The water main shall also be located at least 2m horizontally from the curb line, sidewalk or other service structure.

The water main shall also be located at least 3m from any sanitary or storm sewer main, catch basin, or manhole. This separation may reduced only with approval by the City.

Servicing off a lane right-of-way or an easement will only be permitted for special use cases at the City of Humboldt's discretion.

### 4.3 Network

Dead ends shall be minimized by looping mains as much as possible. Where dead ends cannot be avoided, and with the approval of the City of Humboldt, a fire hydrant or other approved flushing device shall be installed at the end of the main to avoid stagnation. The maximum length of a dead-end water main shall be 150m.

Interconnections of mains shall be a maximum of 600m. This spacing may change depending on the modelling results.

Future watermain stubs shall extend to the edge of the current phase of development. The stubs shall also extend at least 6m past the extents of paved road structures.

### 4.4 Depth

Minimum depths to obtain the required cover are 3.0m from the surface to crown of pipe. Mains installed with less than minimum cover shall be insulated. Mains proposed to be installed less than 3.0m will only be permitted at the City's discretion.

Mains proposed to be installed greater than 3.5m will only be permitted at the City's discretion.

### 4.5 Material

Permitted pipe materials are PVC and PE.

- PVC – Iron Pipe Size, Meeting AWWA C900 Pressure Class 235 DR18 complete with factory installed elastimeric gaskets.
- HDPE – Generally Ductile Iron Pipe Size, meeting AWWA C906 Pressure Class 125 DR17 (Open Trench) or C906 Pressure Class 200 D11 (Directional Drilled). All joints to be butt fused

  All metal fittings and appendages shall be cathodically protected as per the City of Humboldt Standard Construction Specifications & Drawings.

### 4.6 Clearance

Water mains shall pass over adjacent sanitary sewer mains.

The minimum vertical clearance from the bottom of one pipe to the top of the next lowest pipe shall be 150mm between the outer walls.

The minimum horizontal clearance between the outer walls of adjacent water main pipes shall be 300mm.

## 5 VALVES

The following criteria shall be used in the placement of valves:

- All interconnections to mains 300mm or larger shall be valved.
- All mains located in easements or walkways shall be valved at both ends.
- All valves shall be located within the paved portion of the street right-of-way.
- No more than four valves shall be needed to shut down any main.
- Valving shall be provided such that only one hydrant is isolated at any one time.
- Valving shall be provided such that isolated sections contain no more than 25 single lots or approximately 50 dwelling units.
- Valving shall be placed, at the discretion of the City of Humboldt, on either side of the service connection to lots that will contain high occupancy or special use buildings.
- Valves should be located at the extension of the street property lines at street intersections or as otherwise approved by the City of Humboldt.
- The number of valves in an intersection should be one less than the number of water mains in the intersection. "Tee configuration would have 2 valves. Cross configuration would have 3 valves."

## 6 FIRE HYDRANTS

Distribution of hydrants shall be according to required fire flow as tabulated in the latest edition of Water Supply for Public Fire Protection.

### 6.1 Location

Fire hydrants shall be located as follows within the distribution network:

- At all street intersections when the distance between intersections is greater than 50m.
- At all street bends in excess of 40 degrees of deflection. The hydrant shall be located as close to the center of the curve as possible.
- At the end of cul-de-sac greater than 45m in length. A cul-de-sac 45m or less that is looped does not require a hydrant. (Measured from the center of the intersection to the center of the bulb/bubble.)
- At other locations as required to meet area and spacing requirements.
- The locations of hydrants relative to Fire Department connections for sprinkler systems and principal entrances to buildings shall be as specified in subsection 3.2.5 of The National Building Code. (NBC.)

### 6.2 Spacing

Maximum spacing between hydrants measured in any direction shall be in accordance with the latest edition of Water Supply for Public Fire Protection.

The maximum spacing between hydrants shall be 140m in low to medium density residential areas. (less than 3 stories.)

The maximum spacing in high density residential areas (3 stories or more.) shall be 90m.

### 6.3 Hydrant Leads

All hydrant leads shall be valved and restrained.

Hydrant leads shall be a minimum of 150mm. Hydrant leads greater than 30m shall be treated as dead end mains and upsized accordingly. (200mm minimum for low to medium density residential, 250mm for commercial.)

## 7 CONSTRUCTION REQUIREMENTS

The City of Humboldt requires the Proponent's consultant to make key inspections to ensure compliance with the City's Construction Specifications.

This includes pressure testing and following proper procedures to bring the water main online.

## 8 FUTURE DEVELOPMENTS

Water main stubs shall be provided where possible, for future development connectivity.

- Stubs shall be capped and isolated with a water valve.
- Water main stubs shall be staggered, at least 2.5 m in relation to any other stubs to facilitate future access.

# CHAPTER 5. SANITARY SEWER COLLECTION SYSTEM

## 1 GENERAL

The sanitary sewer system shall collect all sanitary sewage generated in an infill development and convey it to a wastewater treatment facility for processing.

The sanitary sewer collection system shall be designed to be separate from the storm water drainage system. Interconnectivity with storm water pipes is not permitted.

The design of the sanitary sewer system shall conform to the Saskatchewan Environment Code – Sewage Main Chapter and Sewage Works Design Standard, latest editions, as published by the Saskatchewan Ministry of Environment and used as a companion to the applicable Acts, regulations, and other provincial publications and as amended by these Guidelines and Standard Details.

These Design Standards shall be used in conjunction with the related City Construction Specifications.

The Proponent is responsible for being aware of the regulatory requirements governing the development of the sanitary sewer collection system, and for compliance with these requirements.

## 2 SUBMISSIONS AND APPROVALS

All Drawing plans and Engineering documents must be submitted to the City for approval. All design drawings will follow the requirements stated in the drawings section of the General Requirements.

All calculations, schematic diagrams, computer printouts, etc. shall be submitted together with the design plans.

The certificate from a qualified person stating that the water main design plan satisfies the requirements of the Saskatchewan Environmental Code – Sewage Main Chapter shall be submitted together with the design plans.

## 3 DESIGN FLOWS

All sanitary sewer infrastructure (pipes, lift stations, manholes, and appurtenances) that is or will become City owned and operated shall be within and public right of way or easement.

New development shall only be allowed in areas with remaining system capacity as defined in Humboldt’s latest Sewage Pump Stations Capacity Review.

The sanitary sewer collection system shall be designed to be completely separate from the storm drainage system. Extensions to the existing system shall be designed and constructed with adequate capacity and in such a manner that the potential for extraneous rainwater and groundwater inflows are minimized.

Each sanitary sewer collection system extension or modification shall connect appropriately with the existing collection network, provide adequate capacity for the proposed development, and if applicable, shall include infrastructure and capacity provisions for adjacent future development areas as described in the sector plan for each development area.

Sanitary sewers shall have adequate capacity for peak flows and shall function satisfactorily with minimum maintenance at low flows.

## 3.1 Flow Calculation

The following calculations shall be used for the design of residential, commercial, industrial, and institutional peak design flows:

$$PDF = (ADWF \times PF) + I\&I + WTF$$

$$PF = 1 + \frac{14}{(4+\sqrt{P})}$$

Where
PDF = Peak Design Flow
ADWF = Average Dry Weather Flow
PF = Peaking Factor
P = Population in thousands.
I&I = Infiltration Allowance
WTF = Weeping Tile Flow (Only Used for Infill Calculations)

## 3.2 Population and Dry Weather Flow

Factors that shall be used to estimate population and dry weather flows are summarized in Table The unit flow rate to convert equivalent population density to flow is 300 litres/capita/day

***Table 5-1***

***Sanitary Sewer Design***

| Land Use Category | Equivalent Population (p/ha) | Comment |
|---|---|---|
| Low Density Residential | 30 | Typical single family residential |
| Low Density Multi Unit Residential | 60 | Includes Townhouses |
| Medium Density Multi Unit Residential | 120 | Includes walk-up apartments, mixed use residential and commercial. |
| Non-Residential | Site Specific | The actual or estimated ADWF shall be calculated for non-residential sites and provided to the City of Humboldt for review and potential approval. |

Note: Maximum equivalent populations shall be used if population densities are not known.

## 3.3 Infiltration Allowance

The minimum infiltration allowance shall be 0.2 L/s/ha.

## 3.4 Weeping Tile Flow Allowance

Connection of foundation drains of any buildings to the sanitary sewer collection system is no longer permitted; therefore, there is no weeping tile allowance for new developments.

For portions of the sanitary sewer collection system that are intended to accommodate flow from existing upstream developments, the CoH will provide allowances for weeping tile flow.

### 3.5 Modelling

Computerized modelling shall be used when there is a need to assess the system dynamically. Flowsheets can be utilized to size mains assuming free-flow conditions.

Computerized modelling shall supersede Flow Sheets.

The City of Humboldt's consultant maintains a systemwide sanitary sewer model. At the City's discretion, the model may be updated at the developer's expense to review the impacts the development has on the City's sanitary sewer network.

## 4 GRAVITY FLOW

Gravity sewer mains shall be sized for full flow during the total design peak flow. The Manning Equation shall be used for the design and modelling of gravity sewers.

$$Q = \frac{A \times R^{2/3} \times S^{1/2}}{n}$$

Where:
Q = Flow ($m^3/s$)
A = Cross-sectional area of pipe ($m^2$)
R = Hydraulic radius (area/wetted perimeter) (m)
S = Slope of hydraulic grade line (m/m)
n = Manning coefficient = 0.013 for all approved materials in straight alignment ($s/m^{1/3}$)

### 4.1 Velocity

A mean velocity of 0.61 m/s shall be maintained during peak dry weather flow conditions to provide self-cleansing flow. The maximum velocity shall be 3.0 m/s to reduce the risk of undue turbulence and scour.

### 4.2 Size

The minimum size of gravity sanitary sewer pipe shall be 200 mm diameter.

### 4.3 Slope

Minimum slopes, based on full flow, which shall be permitted for various sewer sizes are provided in the table below.

- For partial flows, the collection main shall have a minimum slope of 0.55% for the length of the first section.
- For partial flows, the collection main shall have a minimum slope of 0.5% until a cleaning velocity is achieved.
- Maximum slopes shall be based upon limiting the maximum flow velocity.

***Minimum Permitted Sewer Slop at Full Flow***
***Straight Sewers***

| Sewer Size (mm) | Minimum Slope (%) |
|---|---|
| 200 | 0.35 |
| 250 | 0.28 |
| 300 | 0.22 |
| 375 | 0.15 |
| 450 | 0.12 |
| 525 and greater | 0.1 |

### 4.4 Curved Sewers

If sanitary sewers are curved, the coefficient of roughness and minimum acceptable slopes shall be subject to the approval of the CoH. The slope for curved sewers shall be as shown in the table below unless otherwise approved by the CoH. The minimum radius of curvature allowed shall be in accordance with the manufacturer's specifications for the material.

***Minimum Permitted Sewer Slope at Full Flow***
***Curved Sewers***

| Sewer Size (mm) | Minimum Slope (%) |
|---|---|
| 200 | 0.40 |
| 250 | 0.30 |
| 300 | 0.25 |
| 375 | 0.17 |
| 450 | 0.13 |
| 525 | 0.11 |
| 600 and greater | 0.10 |

## 5 Pressure Flow

The Hazen-Williams Equation shall be used for the design and modelling of sanitary force mains.

$$V = 0.85 \times C \times R^{0.63} \times S^{0.54}$$

Where:
V = Velocity (m/s)
R = Hydraulic radius (area/wetted perimeter) (m)
S = Slope of hydraulic grade line (m/m)
C = Coefficient of roughness ($m^{0.37}/s$)

A Hazen-Williams coefficient of 120 shall be used for modelling for all pipe material.

### 5.1 Velocity

In accordance with SE's *Guidelines for Sewage Works Design*, the flow in force mains shall provide peak flows with velocities in the range of 1.0 to 1.6 m/s.

## 5.2 Slope

All force mains shall be sloped sufficiently to prevent the trapping of gases at high points and to permit drainage by gravity. Force mains shall not be installed at zero slope.

## 5.3 Transient Analysis

Transient analysis of force mains may be required at the discretion of the CoH.

# 6 DESIGN OF SYSTEM COMPONENTS

Standards for the design of pipes, manholes, and sewage pump stations are presented in this section.

## 6.1 Pipes

### 6.1.1 Sizing

**Gravity mains** shall be sized to accommodate the peak design flows for the proposed contributing area and if applicable, to reasonably accommodate extensions to adjacent future development areas as described in the sector plan for each development area. The gravity mains shall have a minimum diameter of 200mm (250mm in industrial)

**Force mains** shall be sized to accommodate flow from multiple pumps in parallel operation. The minimum diameter of the forcemain shall be 100mm. Smaller diameters may be used in conjunction with grinder pumps. A smooth flow transition to the gravity sewer is to be designed to minimize turbulence at the point of discharge. Properties that have a grinder pump system shall have a notice on title informing them about the system and the homeowner's responsibility to maintain the system.

### 6.1.2 Depth

The depth of the **gravity mains** shall be sufficient to meet the following requirements:

- The depth of frontage sewers shall be adequate to receive piped connections (with a desired minimum depth of 3.45 m above crown).
- The depth of gravity sewers shall be adequate to allow gravity sewer connections to pass beneath the water main.
- Basement slab elevations and collection main elevations shall be designed to ensure that the slope requirements for sanitary sewer service connections are satisfied.
- Service connection risers shall be installed for depths to crown greater than 5 m.

**Force mains** shall be installed at adequate depth to prevent freezing.

- No less than 2.9 m of cover shall be provided without approval. If less than 2.9 m of cover is approved, the force main shall be insulated.

### 6.1.3 Clearance

Sewer mains shall pass under adjacent water mains.

The minimum vertical clearance from the bottom of one pipe to the top of the next lowest pipe shall be 150 mm.

The minimum horizontal clearance between the outer walls of adjacent pipes shall be 300 mm.

Any sanitary sewer main that was originally installed in common trench with another main shall be relocated at least 1.5 m away from it when replaced, regardless of the vertical separation between them.

6.1.4 Pipe Strength

The strength of pipe shall be calculated on the basis of transition width trench conditions.

- Pipe strength and wall thickness shall be determined in accordance with AWWA standard design manuals for various pipe materials.
- Pipe bedding shall be determined as per the City of Humboldt *Standard Construction Specifications and Drawings*.
- Backfill weight shall be a minimum of 2,162 kg/m3 unless a detailed geotechnical investigation indicates that a lesser value can be used.

## 6.2 Manholes

Manholes shall be provided at all changes in grade and alignment, at junctions of mains, and at the end of each line. Effort needs to be made to install the manholes at street ridges. Barrels shall be constructed with sulphate-resistant concrete.

6.2.1 Inflow

Manholes shall be designed to minimize storm water inflow.

- All manholes in low-lying areas shall be sealed.
- The CoH may, at their discretion, require sealed manholes where inflow is a potentially serious issue.

6.2.2 Locked Manholes

Manholes shall be locked when:

- Not located on a roadway.
- Located in crosswalks or along a public pathway.
- Located in proximity to an area that will be generally accessible to the public.

6.2.3 Spacing

The maximum spacing between manholes shall be 120 m for maintenance considerations.

Maximum spacing on curved sewers shall be 100 m unless otherwise approved by the CoH.

6.2.4 Diameter

The minimum manhole diameter shall be 1.05 m.

6.2.5 Depth

Maximum manhole depth of 6.0m. Special design requirements & City approval required for manholes deeper than 6.0m.

6.2.6 Drop Structure

A drop structure with an external riser shall be used when the crown of the inlet pipe is 750 mm or more above the outlet crown.

6.2.7 Flow-Through Channels

Flow-through channels shall be formed at the base of the manholes to minimize hydraulic losses and to avoid sedimentation.

- Where possible, sewer pipe shall be laid through the manhole and the top of the pipe shall be removed to the spring line.

6.2.8 Hydraulic Losses

For pipes up to 375 mm in diameter, bends shall be 90° or less in deflection.

For pipes greater than 375 mm in diameter, bends shall be 45° or less in deflection, unless otherwise approved by the CoH.

Allowance shall be made for hydraulic losses through manholes by:

- Maintaining grades of sewers and matching crowns for straight run manhole types.
- Dropping the invert by 0.03 m at deflections of 45° to 90°.
- Providing benching.

## 6.3 Sewage Pump Stations

Sewage pump stations may be used to eliminate excessive depth of sanitary sewers by pumping sewage to an elevation adequate to continue gravity sewage flow. The use of a sewage pump station shall require the approval of the City of Humboldt. The city will require the submission of a Sewage Pump Station Design Report as part of the review process. This report should include pump curves and system curves.

The design and construction of pump stations shall be standardized as much as possible to allow interchangeability of spare parts, to promote safe and reliable operation, to minimize space requirements, and to reduce life cycle costs.

Stations shall be located to consider visual, odour, noise, and aesthetic impacts. The station site shall be readily accessible for maintenance.

Stations shall not be located in areas subject to surface ponding or flooding during major storm events.

A major design goal when determining the ideal Lift Station location is maximising the potential catchment area within a neighbourhood.

Temporary lift stations will only be approved at the City's discretion.

## 7 CONSTRUCTION REQUIREMENTS

The City of Humboldt requires the Proponent's consultant to make key inspections to ensure compliance with the City's Construction Specifications.

This includes video camera inspections and infiltration testing.

## 8 FUTURE DEVELOPMENTS

In the event that sanitary sewer main stubs are provided for future developments, they shall be installed as deep as possible to maximize flexibility when the pipes are extended.

- Stubs shall be capped.
- Sanitary sewer system stubs shall be staggered, at least 2.5 m in relation to any other stubs to facilitate future access.

# CHAPTER 6. STORMWATER MANAGEMENT SYSTEM

## 1 GENERAL

Designing and accommodating storm drainage is essential to minimize property damage, flooding, safety in roadways, and impacts on other infrastructure. The majority of drainage in the City of Humboldt makes its way to Humboldt Lake through a drainage ditch.

The design of the storm drainage system shall conform to “Stormwater Guidelines”, latest edition, as published by the Saskatchewan Ministry of Environment and used as a companion to the applicable Acts, regulations, and other provincial publications and as amended by these Guidelines and Standard Details.

These Design Standards shall be used in conjunction with the related City Construction Specifications.

The storm drainage system shall be designed to be separate from the sanitary sewer collection system. Interconnectivity with sanitary sewer mains is not acceptable.

The Proponent is responsible for being aware of the regulatory requirements governing the development of the storm drainage system, and for compliance with these requirements.

## 2 SUBMISSIONS AND APPROVALS

All Drawing plans and Engineering documents must be submitted to the City for approval. All design drawings will follow the requirements stated in the drawings section of the General Requirements.

All calculations, schematic diagrams, computer printouts, etc. shall be submitted together with the design plans.

## 3 DESIGN FLOWS

The storm drainage system for proposed developments shall consist of both major and minor components.

The minor system consists of piping, manholes, catch basins, and outfall structures that are able to convey runoff from more frequent, lower intensity storm events to the receiving water.

The major system consists of overland street drainage, detention facilities, park land, ditches, swales, and any other land that is required to convey runoff from less frequent, higher intensity storms that produce runoff in excess of what the minor system typically handles.

### 3.1 Minor System

The minor system shall be designed to accommodate the 1-in-5 year design storm event.

- The Rational Method shall be used to determine design flows.
- Computer modelling or Hand modelling shall be used to confirm design.

The minor system shall be evaluated to confirm that runoff during design events will be conveyed to adequate receiving waters without surcharging the pipe system.

The release rate from any proposed development shall not exceed the capacity of the downstream system, or as set by the CoH.

The post development runoff rate shall not exceed the pre-development runoff rates unless the excess is accommodated in ponds.

## 3.2 Major System

The major system shall be designed to accommodate the 1-in-100 year, design storm event. The initial active volume (m3) of SWSBs can be estimated from 750m³/ha x Area(ha)

The grading of streets and the layout of the major drainage system shall be assessed to ensure the maximum depth of ponding on the road to not exceed 0.35 m for all roadways. Continuity of the overland flow routes between adjacent developments shall be maintained.

Computer modelling or Hand modelling shall be used to confirm design.

## 3.3 Rational Method

The formula for the design peak runoff rate shall be:

$$Q = 2.78 \times C \times I \times A$$

Where:

Q = Design peak flow rate (L/s)

C = Runoff coefficient

I = Rainfall intensity that corresponds to the time of concentration (mm/hr)

A = Area of contributing runoff surface (ha)

### 3.3.1 Rainfall Intensity, Duration, and Frequency Data

Rainfall intensity, duration, and frequency (IDF) data is listed below. The IDF data has been updated to reflect the increased frequency of severe weather events due to climate change.

***Humboldt Climate Change Adjusted IDF Rainfall Amounts (mm)***

| Duration | 5yr | 25yr | 100 yr |
|---|---|---|---|
| 10 min | 15.3 | 22.9 | 30.2 |
| 15 min | 19.2 | 28.9 | 37.8 |
| 30 min | 24.5 | 39.1 | 53.3 |
| 1 hr | 29.2 | 47.0 | 64.5 |
| 2 hr | 35.1 | 55.1 | 75.8 |
| 6 hr | 45.4 | 66.8 | 88.4 |
| 12 hr | 54.8 | 79.4 | 103.9 |
| 24 hr | 64.4 | 94.1 | 122.0 |

### 3.3.2 Time of Concentration

The duration of rainfall used to determine intensity is equal to the time of concentration. The time of concentration equals the time of overland flow to the storm drainage system inlet plus the time of travel in the upstream conduits.

The overland flow time to curb side in residential and commercial areas shall not exceed 10 minutes in duration.

Specific overland flow times shall be computed separately for industrial and undeveloped areas.

Gutter flow time shall not exceed 5 minutes.

The maximum time of concentration to an upstream inlet for a residential development shall be 15 minutes.

The time of travel in the conduit shall be based on full flow velocity.

3.3.3 Coefficient of Runoff

The value of runoff coefficients shall be estimated from the following equation:

$$C = \frac{C_n A_n + C_{(n-1)} A_{(n-1)} + , , , + C_1 A_1}{A_n + A_{(n-1)} + \cdots + A_1}$$

Where:
C = Runoff coefficient, see Coefficient Table below
A = Area, gross
N = Denotes sub-areas, distinguished by land use

***Runoff Coefficients For Urban Areas (C)***

| Land Use | C (5 Yr) | C (100 Yr) |
|---|---|---|
| Residential – Large Lot Single Family | 0.40 | 0.50 |
| Residential – Single Family | 0.50 | 0.60 |
| Residential – Multiunit | 0.60 | 0.70 |
| Commercial | 0.75 | 0.95 |
| Industrial | 0.65 | 0.80 |
| Parks, Cemeteries, Playgrounds, etc | 0.18 | 0.23 |
| Unimproved & Undeveloped | 0.10 | 0.13 |
| Standard Road Right of Way (From Property Line to Property Line) | 0.80 | 0.90 |

Note the CoH may require a higher / lower coefficients based on the development being proposed.

3.3.4 Modelling

Computer simulation methods are required for the design of drainage elements for areas larger than 65 hectares.

Hand calculation methods shall be used for design areas under 65 hectares. Hand calculation methods shall use the Rational Method. The City of Humboldt reserves the right to review the hand calculations with the City's Stormwater Model.

The hydraulic model shall include both minor and major systems. The results of the modelling shall be summarized in a report and submitted to the CoH for approval.

The modelling software InfoWorks ICM is the City's preference for analysis and design of drainage elements.

Computer Modeling and Hand Calculation shall consider the following storm events:

**1-in-5 year**, 1 hour design storm for the minor system, as mentioned above and major systems including all streets, swales, linear parks, and other major routes of overland flows.

**1-in-100 year**, 1-hour design storm for the minor system, as mentioned above, and major system including all streets, swales, linear parks and other major routes of overland flows.

**1-in-100 year**, 24-hour design storm for SWSBs with the drainage time exceeding 24 hours. Application of 24-hour Chicago hyetograph distribution to determine and use the governed storm to size SWSBs.

## 3.4 Water Levels

In systems with an SWSB, the effects of the high water level shall be considered in the design of the minor system and property drainage.

### 3.4.1 Depressed Linear Parks and Drainage Channels

The High Water Level of the 1-in-100 year event shall be restricted to public lands in all cases.

Adjacent basement openings shall be constructed above the High Water Level

All basement windows openings shall be constructed with a freeboard of 0.15 m above the High Water Level.

Walkout basements shall be constructed with a freeboard of 1.0 m between the High Water Level and property line unless otherwise approved by the CoH.

CoH may approve freeboards less than 1.0 m for walkouts along the linear parks/drainage channels if the developer can provide appropriate justification.

### 3.4.2 Lot Elevations

All building entrances and windows shall be at least 0.15 m above the HIGH WATER LEVEL of the 1-in-100 year event.

### 3.4.3 SWSB Design:

A **dry** pond's outlet capacity shall be such that the facility shall drain and reach Normal Water Level within 24 hours of reaching High Water Level during the design event.

A **wet** pond's outlet capacity shall be such that the facility shall drain and reach Normal Water Level within 48 hours of reaching High Water Levl during the design event unless otherwise approved by the CoH. **If the CoH approves drainage time more than 48 hours, additional modelling may be required to size the wet pond.**

The SWSBs shall be designed with a minimum of 1.0 m free board between pond High Water Level and property line. The City of Humboldt may consider a reduced free board in the event that an emergency overflow is incorporated into the design of the SWSB.

## 3.5 Gravity Flow: Minor System

The piped system shall convey the design flow when flowing full with the Hydraulic Grade Line (HGL) at the pipe crown. The Manning Equation shall be used for the design and modelling of gravity flows in storm drainage pipes.

$$Q = \frac{A \times R^{2/3} \times S^{1/2}}{n}$$

Where:
Q = Flow (m3/s)
A = Cross sectional area of pipe (m2)
R = Hydraulic radius (area/wetted perimeter) (m)
S = Slope of hydraulic grade line (m/m)
n = Manning coefficient = 0.013 for all approved materials in straight alignment (s/m1/3)

### 3.5.1 Velocity

Flow velocities shall not be less than 0.90 m/s at full flow.

When the flow velocity exceeds 3.0 m/s, special consideration shall be given to invert erosion in the piping.

### 3.5.2 Size

The minimum size of storm drainage piping shall be 300 mm diameter.

### 3.5.3 Slope

Minimum slopes, based on full flow, which shall be permitted for various pipe sizes are provided in the table below.

Maximum slopes shall be based upon limiting the maximum flow velocity.

***Minimum Permitted Pipe Slope at Full Flow***
***For Straight Sewers***

| Pipe Size (mm) | Minimum Slope (%) |
|---|---|
| 300 | 0.44 |
| 375 | 0.32 |
| 450 | 0.26 |
| 525 | 0.18 |
| 600 | 0.15 |
| 750 | 0.13 |
| 900 and greater | 0.10 |

### 3.5.4 Curved Pipes

If storm drainage pipes are curved, the coefficient of roughness and minimum acceptable slopes shall be subject to the approval of the CoH.

### 3.6 Gravity Flow: Major System

On overland flow paths of non-drainage parcels including streets, the combination of velocity and depth of overland flow shall not exceed the values outlined in the following table:

***Permissible Depths for Submerged Objects***

| Water Velocity (m/s) | Permissible Depth (m) |
|---|---|
| 0.5 | 0.8 |
| 1.0 | 0.32 |
| 2.0 | 0.21 |
| 3.0 | 0.09 |

In areas where the permissible depth and velocity values specified above are difficult to satisfy, such as in close proximity of culverts in linear parks, appropriate safety measures shall be included in the design for consideration of approval by the CoH.

## 4 PROPERTY DRAINAGE

Storm drainage water from residential developments (one-unit dwellings or two-unit dwellings) is allowed to be drained onto the public right of ways.

All other parcels shall drain internally towards designated areas before they drain or spill over to the City of Humboldt minor and major storm water drainage system.

Under no condition shall a private property direct its drainage to another property unless it is a designated drainage route.

### 4.1 General Drainage

An allowable range of 2% to 4% slope shall be used for general property drainage.

#### 4.1.1 Lot Grading

The lot grading plan shall be developed to make sure properties adjacent to the major storm conveyance system are above the 1 in 100 year design storm water level.

Groundwater levels shall also be considered in grading plan to ensure basement foundation footings are above the groundwater level.

The proponent shall consider lot grading plans rear property line design elevations and slopes to ensure minimal mid-block lot drainage style transitions.

The proponent shall provide garage pad design elevations indicated on the lot grading plan to ensure adjacent attached garages are constructed at the same elevation.

### 4.2 Drainage Easements

Where storm water drainage for a grouping of lots is directed along one or more property lines, the Proponent shall provide a drainage easement.

4.2.1 Slope

The minimum slope for drainage channels at common residential property lines is:

- 1.0% for grassed channels. This may be reduced to zero if all lots along the common property line drain from back to front.
- 0.5% for concrete-lined channels. Concrete-lined channels will be required where drainage channels drain more than 2 properties, or the length of the drainage path exceeds 40m.

The minimum slope for drainage channels at common commercial or institutional property lines is 0.5% for grassed or concrete-lined channels.

- If a commercial or institutional property line is common with a residential property line, then the minimum slopes for the residential property shall govern.

Where back lot drainage is common to flankage and more than 1,000 m2 is drained along a side yard:

- The side yard shall be configured with a catch basin in the back.
- A concrete channel with a minimum slope of 0.5% shall be placed along the side yard.

4.2.2 Length and Configuration

The length of a channel from high point to discharge point shall not exceed 200 m.

Bends between the high point and the discharge point shall not exceed 40°.

4.2.3 Discharge Points

Discharge points shall be at the intersection of the drainage easement with a street, walkway, concrete swale, or catch basin.

When a walkway or concrete swale is used as a discharge point:

- The minimum slope of the walkway or concrete swale shall be 0.5%.
- The length of the sidewalk shall be included as part of the total easement length.

When a catch basin is used as a discharge point, a concrete pad shall surround the basin and extend at least 1.0 m from the edge of the basin.

## 4.3 Approaches and Culverts

Culverts are utilized under approaches to maintain ditch drainage in some areas of the City.

All approaches that cross public right-of-ways, including boulevards or drainage ditches, require approval by the City of Humboldt.

When approaches and culverts are proposed in a new development, they shall be identified on the proposed site plan.

Approaches shall be designed to TAC geometric guidelines.

Culverts shall be a minimum internal diameter of 300mm.

New surface infrastructure installations such as power poles, utility boxes, transformer boxes, curb stops, hydrants, etc. shall be installed at least 1.5 m away from culvert ends (downstream and upstream).

These new infrastructure installations shall be offset at least 1.0 m from the ditch centerline flow path. The installations shall also not alter the ditch cross-section.

### 4.4 Maximum Allowable Discharge Rate and Onsite Storage Requirements.

Commercial and industrial land shall be designed to store rainfall onsite during major rainfall events.

The City may require multi-unit residential development to also store rainfall onsite during major rainfall events.

The drainage pipes shall be designed to handle a minor rainfall event without surcharging.

The property shall be graded so water can overflow onto the roadway prior to flooding the building. All building entrances and windows shall be at least 0.15 m above this overflow elevation. If the on site storage volume can accommodate a 1:100 year storm event, this onsite storage volume can be used as part of the developments SSWB.

## 5 DESIGN OF MINOR SYSTEM COMPONENTS

Standards for the design of catch basins, pipes, manholes, and outfalls are presented in this section.

### 5.1 Catch Basins

Catch basins shall be installed to intercept all overland flows, including flows in back lanes and gutters/swales.

#### 5.1.1 Drainage Length

The first catch basin (Furthest upstream) in any portion of the storm drainage system shall be located a maximum distance of 200mm from the nearest high point.

Catch basins within the storm drainage system shall have a typical maximum spacing of 120m.

#### 5.1.2 Capacity

Surface water shall be intercepted with a number of catch basins such that the inlet capacity is sufficient to receive the design storm water flow.

Catch basin capacity shall be considered for both sump conditions and on inlet grate type.

#### 5.1.3 Barrels

All catch basin barrels shall be 600 mm or 900 mm precast, sulphate resistant concrete sections. A sump shall be provided.

#### 5.1.4 Leads

All catch basin leads shall discharge directly into the storm drainage system at a manhole.

- The maximum lead length shall be 30 m.

- The minimum lead size shall be 250 mm with a minimum slope of 2%.
- A 300 mm diameter lead may be used with a minimum slope of 1%.

Two catch basins may be connected to one lead. In this case:

- The minimum lead size shall be 300 mm.
- The minimum slope shall be 2%.

## 5.2 Storm Mains

### 5.2.1 Sizing

Storm water mains shall be sized to accommodate the design flows for the proposed contributing area and if applicable, to reasonably accommodate extensions to adjacent future development areas as described in the sector plan for each development area.

### 5.2.2 Depth of Cover

Storm water mains shall be installed with a minimum cover of 1.85m to the top of pipe.

The City of Humboldt may reduce the minimum cover requirements in areas limited by depth due to the close proximity of stormwater channels.

In green spaces this depth may be reduced using catch basin manholes, only as approved by the City of Humboldt.

Frontage piping shall be of adequate depth to receive connections from adjacent properties.

### 5.2.3 Clearance

The minimum vertical clearance from the bottom of one pipe to the top of the next lowest pipe shall be 150mm.

Where pipes are laid on undisturbed soil, the minimum horizontal clearance been the outer walls of adjacent pipes shall be 300mm.

If pipes are installed in common trench with other pipes, clearances must be approved by the CoH.

### 5.2.4 Pipe Strength

The strength of the pipe shall be calculated on the basis on transition width trench conditions.

Pipe strength and wall thickness shall be determined in accordance with AWWA standard design manuals for various pipe materials.

Pipe bedding shall be determined as per the City of Humboldt Standard Construction Specifications and Drawings.

Minimum backfill weight shall be 2162 kg/m3 unless a detailed geotechnical investigation indicates that a lesser value can be used.

5.2.5 Curved Storm Drainage Pipes

Curved storm drainage pipes may be built with radius pipe or bends.

The minimum radius of curvature allowed shall be in accordance with manufacturer's specifications for the material.

Curbs shall not be undercut to accommodate the curvature.

## 5.3 Manholes

Manholes shall be located at the upstream end of each line, at changes in size or alignment, at all junctions, and at all catch basin connections.

5.3.1 Locked Manholes

Manholes shall be locked when they are located in proximity to an area that will be generally accessible to the public.

5.3.2 Spacing

The maximum spacing between manholes shall be 120 m for maintenance considerations.

The maximum spacing for curved pipes shall be 100 m unless otherwise approved by the City of Humboldt.

5.3.3 Diameter

The minimum manhole diameter shall be 1.2m.

For pipes at depths greater than 6.0m, special manholes with safety platforms at intermediate levels may be used at the discretion of the City's engineer. The lowest platform should typically be above the incoming flow.

5.3.4 Hydraulic Losses

Allowance shall be made for hydraulic losses through manholes by:

- Maintaining grades of sewer and matching crowns for straight run manhole types.
- Dropping the invert by 0.03m at deflections of 45° to 90°
- Providing benching

## 5.4 Oil and Grit Separators

The City of Humboldt requires the installation of Oil and Grit Separators in areas where there is a high potential for contamination from hydrocarbons and sediments.

If an oil and grit separator is required, it shall be sized to accommodate the 1 hour 5-year post development flow.

The owner of the property shall be responsible for the maintenance and repairs of oil and grit separators installed on their property as per supplier's recommendation.

## 5.5 Outfall Structures

The purpose of an outfall structure is to reduce flow velocity and prevent erosion.

- Outfall structures shall be placed at the end of all non-submersed storm drainage pipes that discharge to an open channel, watercourse, river, or other receiving water body.
- The structure shall be a chute, spillway, stilling basin, plunge pool with headwall, or other appropriate structure.
- A cut-off wall is required at the end of the outfall apron to prevent undermining the structure.
- Riprap and a filter layer, complete with geotextile, shall be placed downstream of the outfall structure where required to prevent erosion.
- Grills shall be placed over all storm drainage outlets in locations in proximity to an area that will be accessible to the public

# 6 DESIGN OF MAJOR SYSTEM COMPONENTS

Standards for the design of grassed swales, wet ponds and dry ponds are presented in this section.

## 6.1 Grassed Swales

Swales can be natural or manmade and can be constructed only for conveyance or to temporarily store water and remove materials by infiltration and/or settling. Flow is typically conveyed toward a catch basin. The use of grassed swales must be approved and design shall be carried out under the direction of the CoH.

## 6.2 Storm Water Storage Basins: General

For the purposes of these standards, storm water storage basins (SWSBs) shall include wet ponds, dry ponds, and constructed wetlands. The use of a SWSB shall require the submission of a Storm Water Storage Basin Design Report and the approval of the CoH.

- In assessing the need for SWSB, the Proponent shall consider the impacts of uncontrolled drainage as well as the capital and operating costs of providing control.
- Where a SWSB is to have multiple functions, its design shall consider the safety and aesthetic implications of shape, grading and landscape features.
- Where possible, design should incorporate measures for water quality improvement.
- The storm water retention area, up to and including the High Water Level, shall become public property.
- For Wet Ponds, the storm water retention area above the 1-in-5 year storm elevation may be considered as part of the municipal reserve, provided the CoH is satisfied with the safety and aesthetic design of the pond.
- For Dry Ponds, the entire pond excluding the side slopes may be considered as part of the municipal reserve, provided the CoH is satisfied with the safety and aesthetic design of the pond.

- Where possible, an emergency overflow system shall drain to a receiving stream for storms greater than the design event.
- Monitoring shall be required during the maintenance period to ensure that the storage basin is operating in accordance with its intended design flow, storage volume, and water quality improvement objectives (if applicable).

## 6.3 Wet Ponds

### 6.3.1 General

Wet ponds are designed to retain and treat storm water runoff. They are typically located at local low points or adjacent to or part of an existing watercourse.

Public access and safety issues are to be addressed in the basin's design.

Wet ponds shall not be constructed near a school without an approved barrier such as development, roadway, or fence between the SWSB and the school.

### 6.3.2 Grading

The bottom of the pond shall be graded so the facility can be completely pumped dry.

Side slopes shall be no steeper than 3:1 from the bottom of the pond to 0.5m below the Normal Water Level.

Side slopes shall be no steeper than 7:1 from 0.5m below the Normal Water Level to 3.5m above the Normal Water Level.

Side slopes shall be no steeper than 5:1 from 3.5m above the Normal Water Level to the Freeboard Level.

At Normal Water Level, the minimum depth shall be 2.5m and maximum depth shall be 3.0m.

The maximum active storage depth shall be 1.8m.

### 6.3.3 Inlets and Outlets

Inlets and outlets shall be located to maximize detention time and circulation within the wet pond.

Narrow and/or dead bay areas where floating debris may accumulate shall be avoided.

Inlets shall be, where possible, a minimum of 1.0 m below the Normal Water level. Otherwise, inverts of inlet pipes shall be above the water ice level.

- Provision shall be made for sediment accumulation at points of inflow and for the periodic removal of sediment by maintenance crews.

Outlet pipe crowns shall be at least 1.0 m below Normal Water Level, below ice level, and above the level of anticipated sediment accumulation.

- Outlets shall operate by gravity.
- Drainage control shall be located in the outlet control structure.

6.3.4 Edge Treatment

Inorganic shoreline treatments shall be provided for 1.5 horizontal meters below and 3.0 horizontal meters above the normal water level.

Edge treatments shall be compatible with adjacent land use and consider safety, maintenance and access.

The area around the wet pond, up to the design event flood level, shall be sodded or grassed, or protected with a silt fence, during the construction phase to prevent erosion and sedimentation.

## 6.4 Dry Ponds

6.4.1 General

Dry ponds are designed to act as a temporary holding facility for storm water runoff and to delay the release of runoff into the storm drainage system.

Dry ponds are not considered to be a treatment facility for water quality improvement, although some removal of settleable solids may occur.

Public access and safety issues are of concern, especially when the pond is in operation, and shall be addressed in the design of the basin.

Dry ponds shall not be used to hold runoff from storms with a frequency of 1-in-2 years or less.

- Depending on development staging, the COH may consider allowing a temporary higher frequency of use.
- Storm ponds designed to reduce flooding may, at the COH discretion, also be permitted to store runoff more frequently.

6.4.2 Configuration

The dry pond shall have dimensions that are acceptable to the City of Humboldt

- The preferred length / width ratio shall be from 4:1 to 5:1.
- Side slopes shall be no steeper than 5:1.
- The bottom of the pond shall be graded with minimum longitudinal and lateral slopes of 100:1.
- The bottom and sides shall be sodded or grassed.
- Maximum depth shall be 2.0 m at full operating level.

6.4.3 Inlets and Outlets

A low flow bypass is required for flows from minor events.

Grills shall be placed over all inlets and outlets to prevent access.

## 7 WATER QUALITY

Sediment and erosion controls shall be provided at each level of development to minimize sediment discharge to the storm drainage basin.

This shall include property graded and surfaced streets and lanes, landscaping, sediment control structures at pond inlets, and other means were appropriate.

The proponent will be required to obtain the appropriate permits from the Water Security Agency when completing tie in work to Humboldt's Main Storm Drainage Channel or Water Ridge Pond.

## 8 CONSTRUCTION REQUIREMENTS

The City of Humboldt requires the Proponent's consultant to make key inspections to ensure compliance with the City's Construction Specifications.

This includes video camera inspections and infiltration testing.

## 9 FUTURE DEVELOPMENTS

In the event that storm water main stubs are provided for future developments, they shall be installed as deep as possible to maximize flexibility when the pipes are extended.

- Stubs shall be capped.
- Storm system stubs shall be staggered, at least 2.5 m in relation to any other stubs to facilitate future access.

# CHAPTER 7. SERVICE CONNECTIONS

## 1 GENERAL

Water and sanitary sewer service connections shall be provided for every property. Storm sewer connections shall be provided for all commercial, industrial, institutional, and at the City; discretion, multi-unit family properties

Gas, Power, and Communication building services are the responsibility of the developer and individual property owners. They shall not conflict with water, sanitary and storm services and are subject to review and approval by the City.

The Proponent is responsible for being aware of the regulatory requirements governing service connections, and for compliance with these requirements.

The City of Humboldt requires the location of service connections to be noted in the As Built Drawings.

## 2 WATER AND SEWER SERVICE CONNECTIONS

Service connections are generally laid in a straight line from the mains to the building and at right angles to the mains, at a minimum horizontal distance of 3m from the property line. Services less than 3m from the property line may require an easement to be registered on the adjoining property.

- Each dwelling unit on its own site shall have separate service piping connected to the mains except for a multiple unit dwelling on one site which can share service piping.
- A Semi-detached dwelling unit on its own site shall have separate service piping connected to the mains.
- Street townhouses where each dwelling unit is on its own site shall have separate service piping connected to the mains.
- Street row houses (three or more dwellings) on a single site may have separate, or shared, service piping connected to the mains.
- Dwelling groups on a single site shall have shared service piping connected to the mains.

### 2.1 Water Services

The depth of the water service pipe on the street portion shall not be less than 2.9 m at the property line.

The Minimum inside diameter for water services is 25 mm for single dwelling units. A larger service may be required when the length of the service pipe is greater than 25 m. A larger service may also be required as per NFPA standards where sprinkler service mains are required.

Requirements for backflow devices are provided in the National Plumbing Code and as per the City of Humboldt Bylaws.

### 2.2 Sanitary Sewer Services

Sanitary sewer service pipes of 150 mm diameter or less shall be tapped directly into the main.

Service pipes greater than 150 mm in diameter shall connect to the main via a manhole.

If the crown of the service pipe is 750mm or more above the crown of the main at a manhole, a drop structure with riser shall be installed as per below criteria:

For service pipe 150mm or smaller, the drop structure shall have an internal riser installed.

For service pipe larger than 150mm, the drop structure shall have an external riser installed.

Manholes may be required for sewer services as per Section 5, Sanitary Sewer Collection System.

The minimum diameter of sanitary sewer service pipe for a single dwelling unit shall be 100 mm. The minimum slope between the connection to the main cleanout and the collection main shall be 2%.

Sewer clean outs shall be provided where:

- The service pipe bends greater than 45 degrees.
- The length of the service pipe is greater than 25 m.

## 2.3 Storm Sewer Connections

At the CoH discretion, a Storm Sewer connection may be required for commercial, industrial and institutional buildings

- Service connections are generally laid in a straight line from the mains to the building and at right angles to the mains.
- Each property shall have separate service piping connected to the main.

Drainage from single family residential properties shall not be connected directly to the minor storm drainage system except as approved by the CoH on a case-by case basis.

The maximum discharge rate shall not exceed the 1 in 5 year 1 hr storm event. In the event that the storm event exceeds the above, the excess water shall remain on the property and drain slowly.

At the City's discretion, a Oil and Grit interceptor may be required to be installed on private property, as per Section 6, Storm Water Drainage System.

# CHAPTER 8. ROAD NETWORK

## 1 GENERAL

This section covers the design of the roadway system including but not limited to streets, lanes, sidewalks, and pathways located within the road right of way. The designer must consider safety in the design of transportation facilities. At a minimum the following safety factors shall be considered in the design of the transportation system:

- Number and types of vehicles using the roadway.
- Accessibility of an area to emergency services.
- Spacing, type, intersection angle, and location of intersections and crosswalks.
- Sight distance (decision, stopping, etc.)
- Level of access from adjacent properties.
- Traffic calming requirements.
- Playground and school zone locations.
- Pedestrian facilities.
- Intersection offsets.
- Intersection control (uncontrolled, yield, stop, or traffic signal).
- Median treatment; and
- Traffic control device warrants.

Designers must also consider how the transportation system interacts with other components of the City's infrastructure.

## 2 DEFINITIONS

**Cul-de-sac:** means a minor residential dead-end street with one end open for traffic with a turnaround at the other end.

**Intersection Corner Clearances:** is the triangular area between intersecting streets or a street and driveway that is free of visual obstructions to provide a clear line of sight for motorists and pedestrians.

**Lane:** means a public highway intended primarily to provide access to the rear of abutting properties and does not include a road allowance, road, or street.

**Private Driveway:** as defined in the Traffic Bylaw, means every road intended for private use and not open to the public for the purpose of vehicular traffic.

**Right of Way:** means the area of land owned by the Crown or City, or where an easement exists for the benefit of the Crown or City for the purpose of any public street, access, utilities, or infrastructure.

**Roadway:** That portion of a street or highway which is improved, designed, or ordinarily used for vehicular travel.

**Road / Street:** The whole and entire width of a right of way, highway, or road allowance intended to be used by vehicles and pedestrians shown as such on a Plan of Survey registered with Information Services Corporation. There are three main street classifications as follows:

**Arterial Street:** means a street or roadway designed to carry traffic from one district/neighborhood of the City to another. Full or partial control of access to abutting land uses shall be required where development warrants such action and where alternate access can be provided.

**Collector Street:** means a street or roadway designed to intercept traffic between local and arterial streets, with direct access to abutting properties.

**Local Street:** means a street intended for providing street access to land uses abutting along its length.

**Walkway:** means a parcel of land primarily intended for pedestrian use by the public.

## 3 SUBMISSIONS AND APPROVALS

Depending on the nature of concept plan and/or the type of subdivision to occur, the City may require technical evaluations and/or studies be done by the property owner/developer prior to detailed design for the transportation/traffic component of the development. Possible requirements are as follows:

### 3.1 Traffic Impact Assessment (Tia)

The City of Humboldt may require a Traffic Impact Assessment (TIA) to review proposed Concept Plans. Depending on the scale or intensity of development the assessment can vary in complexity and detail at the discretion of the City in consultation with the applicant. The TIA typically includes the following detail:

- Data collection for existing road network affected by the development (traffic counts).
- Review of the Official Community Plan and Transportation Master Plan and other existing City studies that may have an impact on the development.
- Projection of background traffic growth on existing road network.
- Determine new trips generated by the proposed development based on the ITE Trip Generation Manual, Current Edition.
- Distribution of generated trips onto the existing road network.
- Combine trip generations from the new development with estimated future traffic volumes to determine the total traffic volumes at the new and existing impacted intersections at full build out and a 20 year horizon.
- Evaluate traffic operating conditions at various stages of development, full build out, and a 20 year horizon.
- Identify potential operational, safety, and capacity constraints.
- Determination of required intersection, roadway and access improvement required to provide acceptable level of service (LOS) and safety for the transportation network. Industry standard LOS thresholds are established in the Highway Capacity Manual (HCM), whereas generally LOS A has the best operating conditions and LOS F represents failure of an intersection movement. LOS D is typically considered the limit of acceptable operation due to excessive delays that occur beyond this level.
- Recommended access control policy, where applicable to the roadway types identified.

Where offsite improvements are warranted by the TIA as a result of the development, the Servicing Agreement shall define the obligations of the Developer.

## 3.2 Transportation Plan

A Concept Plan proposal shall include a Transportation Plan that takes into consideration the Official Community Plan, Master Transportation Plan, and TIA for the relevant development. The proposed Transportation Plan forms a portion of the preliminary design work portion of a concept plan and shall include the following at a minimum:

- Right of ways, roads, and lanes, including widths for the development.
- Road classification.
- Locations of sidewalks, pathways, and bicycle routes.
- Recommendations identified in a TIA.
- Pedestrian Access.
- Illumination Recommendations.
- Preliminary intersection configurations and signalization requirements.
- Access control issues and development access points and connectivity to adjacent existing/future developments.
- Shared access and parking arrangements should be identified.
- “Traffic Calming” opportunities should be qualified at this time.
- Streetscapes should be qualified at this time (attached or detached walks, boulevard landscape, etc.) and developer obligations within adjacent streets.

## 3.3 Detailed Design Submission

Upon acceptance by the City of any requested Traffic Impact Assessment or Transportation Plan development proponents will be required to submit a detailed design plan for construction. The detailed design shall consist of the following:

- Requirements as stated in Section 1 – Introduction & General Requirements. The design drawings shall be a component of the overall detailed design drawing package where applicable.
- All calculations, schematic diagrams, computer printouts, etc.

# 4 DESIGN REQUIREMENTS

## 4.1 General

Public and/or private streets shall be designed to accommodate design traffic flows for the proposed development. In specific cases the road may need to accommodate extensions to adjacent future development areas as determined in a Sector Plan, or Transportation Study. Unless otherwise noted in these standards the roadway system shall be designed in accordance

with Transportation Association of Canada (TAC) Manual - Geometric Design Standards for Canadian Roads latest edition.

## 4.2 Classification And Connectivity

The street classification system used by the City considers land service and traffic characteristics including vehicle types, vehicular/traffic mix, and destinations. The following hierarchical categories are used:

- Local
- Collector
- Arterial

Roadways within a proposed development shall reflect the progression of connectivity. Locals connect to collectors, and collectors connect to arterials. The Developer's engineer is responsible for designating the appropriate classification of roadways in new developments, subject to City approval.

## 4.3 Classification – Design Tables

Street geometrics shall be in accordance with the table below, Standard Drawings and the specific sections of these standards that follow the tables. Daily traffic volumes, road speeds, and land use shown below are to be used in establishing road classification

| Classification | Local | Collector | Arterial |
|---|---|---|---|
| Traffic Volumes (vpd) | Less than 1000 | Less than 5000 | 5000+ |
| Design Speed[a] (km/h) | 50 | 50-60 | 50-80 |
| Street Width (m) | 20[b] | 24 | 30 |
| Typical Pavement Width (m) | 10.5[c] | 11.8 | 13 |
| Minimum Radius of Curvature (m) | 90 | 150 | 500 |
| Minimum Corner Cuts at Intersections (m)[d] | 4.5 | 6.0 | 10 |
| Direct Access | Permitted | Permitted | Some Restrictions |
| Parking | Permitted | Permitted | Some Restrictions |
| Curb Radius | 8m | Depends on Turning Movement | Depends on Turning Movement |
| Sidewalks Required? | Cul-de-sac – None<br>Crescents – Outer Side Only<br>Streets / Aves / Drives – One Side[e] | Yes, Both Sides | Yes, Both Sides |
| Minimum Sidewalk Width | 1.5m, Offset min 2.0m from street | 1.8m, Offset 2.0m min from back of curb | 2.5m both sides or 3.0m Paved Trail, offset min 2m from back of curb |

*a) Posted Speed to be 10 km/h less than design speed.*
*b) Minimum Street Width may be reduced to 18m for short Culdesac*
*c) Pavement Width can be reduced for low volume roadway (Roads shorter than 200m, Cul-de-sac)*

*d) Larger Corner Cuts may be required if significant intersection improvements are required (Roundabout).*
*e) Sidewalks may be required on both sides of a local street in areas with high pedestrian traffic such as a school or park.*
*e) Rear Lane (alley) access may be required on collectors / arterials*

At a minimum, Commercial / Industrial land uses shall be designed as if the roadway is a collector roadway. The road structure shall be evaluated to accommodate the anticipated traffic loading over a 20 year design period.

## 4.4 Vertical Alignment

Minimum gutter grades around all curves and along all tangents shall not be less than 0.3%.

Minimum gutter grades on curb returns and intersection corners shall be 0.5%.

All roadways shall be crowned or shall have a crossfall as shown on the applicable standard drawings. The standard crossfall rate is 3.0%.

The grades at intersections shall not exceed 2% for a minimum distance of twenty (20) metres, measured from the shoulder edge of the receiving road.

All vertical curves shall be designed to meet TAC recommended guidelines for the design speed of the roadway.

## 4.5 Horizontal Alignment

The minimum curve radius is relative to the Road Classification, the design speed, and the maximum superelevation.

The minimum curb radius in crescents and cul-de-sacs shall be 12 meters.

Maximum cul-de-sac length shall be 150m.

Flares at intersecting roadways without a curb shall have the following minimum radius from shoulder to shoulder:

- Local: 10 meters
- Collector: 15 meters

## 4.6 Street Intersections

Street intersection design widely varies with the classification of intersecting streets, traffic volumes, vehicle types, and speeds. Intersections shall be designed in accordance with the factors within The Geometric Design Guide for Canadian Roads by TAC. Notwithstanding TAC, the following minimum requirements for intersection design are required:

- Corner clearances and intersections for new developments shall be designed in accordance with TAC
- Intersection spacing will depend on the classification of intersecting roads, but in no case shall centreline offsets be less than 45m.
- Streets shall intersect at angles between 80° and 100°.
- Intersections on curves should be avoided.

- Where an intersection must be placed on a curve the developers engineer shall provide calculations and drawings confirming that the sight distance and other intersection requirements of TAC can be achieved.
- Curb ramps shall be located at all locations where a sidewalk crosses an intersection. Ramps shall be located away from catch basins.
- Curb returns at residential local street intersections shall be a minimum radius of 7.5m at lip of gutter.
- Curb returns at residential local street to collector street intersections shall be a minimum radius of 10.75 m at lip of gutter.
- In industrial/commercial areas, the lip-of-gutter radius should be a minimum of 12.5 m to accommodate truck turning movements.
- Driveways and lanes shall meet TAC guidelines for corner clearances.

## 4.7 Roundabouts

The planning, traffic operation, and design of roundabouts shall be governed by the guidelines presented in the Transportation Association of Canada (TAC) Canadian Roundabout Design Guide.

## 4.8 Private Streets

Private streets may be developed at the local level or through industrial development. Proponents and/or the property owner are fully responsible for the construction and maintenance of these streets. Intersections of public streets and private streets will be considered as driveways and subject to the guidance provided in Access and Driveways.

## 4.9 Driveways and Lanes

This section outlines the requirements respecting the design and placement of driveways and lanes within new developments, or where existing developments propose to install new or alter existing driveways. The location requirements for driveways shall also apply to lanes.

Residential driveways shall have widths no larger than 60% of total lot frontage. Residential properties shall only have one driveway unless located on a corner lot or as approved by the City.

Commercial & Industrial driveway design shall follow TAC Guidelines. This includes maximum driveway width, curb return radii, driveway spacing, the number of driveways, the clear throat length, and grading.

Corner clearances and intersections for new developments shall be designed in accordance with the current issue of the “Geometric Design Guide for Canadian Roads” published by TAC.

A driveway crossing should be positioned at 90° to a street and in no case less than an angle of 70° to the street.

All driveways shall be constructed to give a minimum of 1.0m clearance from edge of flare to any structure (e.g. hydrants, light standards, service pedestals).

Driveways for rural cross section roadways shall be constructed by the Developer up to the edge of City Right of Way. This includes installing a culvert at drainage ditch crossings.

Driveways for industrial/commercial lots are required to be constructed by the Developer where the access locations are known.

## 4.10 Curb and Gutter

Curb and gutter will be required in all areas unless otherwise approved by the City.

At the discretion of the City, rolled curb and gutter will be constructed on all local and collector streets and collector residential streets. All other streets shall have straight face (standard) curb and gutter in accordance with the standard drawings.

For arterial street intersections the curb returns shall be designed in consideration of the type and volume of the turning traffic. Two and three centred curves, with or without islands, may be required.

## 4.11 Sidewalks and Multi-Use Paths

Pedestrian features that are designated for use by the general public shall be accessible to all persons as well as being safe, functional, and attractive and provide free and clear movement of pedestrians.

In addition to providing sidewalks and paths adjacent to streets, developments must provide pedestrian connection between streets and interconnection to recreation facilities, community centres, green space, and other existing/future developments in accordance with the Concept Plans developed for the development area.

Separate walkways / asphalt pathways are preferred where space permits.

Outdoor display and seating areas shall be independent of walkways and trails and shall be accommodated in a separate area adjacent to the walkway or trail.

The following classes of pedestrian space are typically used by the City within the City's rights-of-way or other land ownership, independent of adjoining land uses:

- 1.5m Attached Concrete Walkway
- 1.5m Separate Concrete Walkway
- 2.5m Asphalt Pathway

Wider sidewalks/trails may be required in commercial areas and areas of high pedestrian activity to address the need for both outdoor display areas, outdoor seating areas, and through access by pedestrians as determined by the City.

Street furniture and any other obstructions shall be a minimum of 0.5m clear from the edge of all sidewalks and trails. This setback must be measured from the edge of projected mature vegetation.

Unless otherwise approved by the City, a sidewalk shall be located on both sides of the street. The Developer is responsible for proposing and justifying why a sidewalk on both sides of the street may not be applicable, how elimination of a walk is beneficial to the development, and if the remaining walk may be increased in width to compensate for the reduction in pavement on both sides for pedestrian use.

## 4.12 Culverts & Ditches

A culvert is required where a driveway crosses a ditch or a drainage course and shall be in accordance with the following:

- The minimum allowable ditch grade shall be 0.3%.
- Ditch grades in excess of 2.0% shall be protected against erosion through rock ditch checks, silt fences, Enviroberm fences and/or erosion control blankets.
- Ditch side slopes and back slopes shall not be steeper than 3:1.
- The road right of way shall include the entire roadway from back of ditch to back of ditch.
- The minimum ditch bottom width shall be 3.0 metres along arterial roads and 1.0 m along the collector and local roadways, sloping away from the roadway at a minimum of 5.0%.
- Culvert size requirements shall be determined through the storm water drainage analysis; however, the minimum size culverts shall be as follows:
    - Roadway cross culvert 600 mm (24 inch)
    - Residential approach culvert 300 mm (16 inch)
    - Industrial approach culvert 500 mm (20 inch)

## 4.13 Road Structure & Surface

Roadways in all subdivision developments shall be surfaced with asphaltic concrete pavement (Hot Mix Asphalt).

Good roadway industry construction practices and techniques shall be employed at all times.

Roadways shall be designed in accordance with the Asphalt Institute Method of pavement design, using minimum design loadings of 8,165 kg (18,000 pound) axle loads. The design parameters, such as traffic count, percentage of trucks, or California Bearing Ratio (CBR), are to be outlined to the City. The City reserves the right to request the Developer to engage an engineering agency to carry out tests, prior to paving, to confirm the adequacy of design.

Minimum pavement structure requirements shall be as follows:

| Classification | Local | Collector with low Truck Volume | Arterial or Heavy Truck Route |
|---|---|---|---|
| Geotextile | Combigrid 30-30 or equivalent | Combigrid 30-30 or equivalent | Combigrid 30-30 or equivalent |
| Sub-Base Gravel | As Needed | 200mm | 200mm |
| Base Gravel | 240mm | 240mm | 240mm |
| Pavement | 60mm | 80mm | 100mm |

**NO ORGANIC(TOPSOIL) OR SILTY MATERIALS PERMITTED**

Additional pavement structure strengths and/or materials may be required in areas with poor sub-grade materials and/or a high water table, pending the results of the geotechnical investigation. This includes:

- Additional Subgrade preparation to remove organic or otherwise unacceptable sub-grade material.
- Using underdrains in areas with a high-water table (within 1m of the top of subgrade).

An independent pavement design is required for roadways with high traffic loading.

## 4.14 Lanes

Rear lanes (alleys) shall have a minimum surfaced width of 4 m within a 6.0m right-of-way.

Rear lanes shall have a minimum longitudinal grade of 0.4%. Lanes shall be cross sloped at 3%.

Rear lanes are typically 100mm lower than the adjacent back of lot elevations.

Lanes shall be constructed to match the road structure of the adjacent streets. If Pavement is used it shall match the adjacent streets.

A 3m fillet (corner cut) shall be placed at the corners of all alley intersections.

Where rear lane traffic activity is expected to be high or to be used as a primary access, a wider surfaced width, wider right of way, and pavement may be required as determined by the City.

## 4.15 Vehicle Tracking Software (Autoturn)

To ensure trucks and emergency vehicles are able to negotiate turning movements without encountering obstacles, AutoTURN or a similar vehicle tracking software shall be used in the design process.

An AutoTURN plan shall be provided with travel around the site using all driving lanes. Travel paths should begin outside the site illustrating the turn onto the primary entry road/drive, manoeuvring around the site, and exiting the site.

The design vehicle shall be a WB-20 unless specified otherwise by the City.

Paths must illustrate the full vehicle swept path and must indicate a clear, unobstructed travel around the site without impact/collisions to buildings, curbs, landscaping, parking spaces, vehicles, tree overhangs, etc.

A minimum vehicle speed of 8 kph shall be used to determine vehicle turning envelopes for emergency vehicles.

Emergency vehicles shall be assumed to initiate a right turn from anywhere on the roadway and to manoeuvre right turns using the entire roadway. Vehicles shall maintain a minimum 300 mm offset from the face of curb.

## 4.16 Construction Roads

Roads provided to new development areas that do not have sub-grade preparation and base gravel placed and approved by the City of Humboldt shall be considered a Construction Road.

Construction roads shall have sufficient gravel to provide access to construction trades at all times.

This road shall be posted by the Developer that it is a “Construction Zone - authorized personnel only, no public access” at all entrance points. The sign shall measure no less than 9 square feet and shall include the name and phone number of the land developer responsible for the construction of the road.

Should the road become impassable as deemed by the City of Humboldt, the road will be closed until once again deemed passable.

## 4.17 Control Devices, Street Name Signs And Pavement Markings

Plans shall be provided to the City that depicts the locations and details of all traffic control devices (traffic signs and traffic signals), street name signs, and pavement markings.

All traffic control devices and pavement markings shall be designed and installed in accordance with the manual “Uniform Traffic Control Devices for Canada” as issued and revised from time to time by the Transportation Association of Canada.

The City typically installs the Traffic Signs / Street Name signs as needed at the developer’s cost.

Responsibility for installation & design of traffic signals will be determined as part of the servicing agreement.

Pavement markings in high traffic areas are a “permanent” type, thermoplastic. The City would install these markings at the developer’s cost. Developer is responsible for all other pavement markings.

## 4.18 Streetscaping

Streetscaping is defined as “The practice of applying aesthetic treatments to the street and its facilities, intended to enhance the quality of the roadway environment” in TAC. Streets are not just an area to convey traffic, rather they are a shared space with pedestrians and bicyclists, that functions to accommodate vehicular, non-motorized vehicles (e.g., bicycles) and pedestrian traffic in a safe and friendly manner. A well designed streetscape promotes walking, which allows for more opportunity for social, physical, and recreation activity resulting in a better community to live.

The principles in the TAC Geometric Design Guide for Canadian Roads shall be used for designing Streetscapes in the City. Designers and Developers are encouraged to use additional creativity where possible when designing a new neighbourhood. Streetscape designs shall be submitted as part of the overall design package for the development. Sector plans and concept plans for smaller area development and redevelopment shall include the streetscape in their landscape design plans.

It is the Developer’s obligation to design and construct not only the roadway, but the entire street in accordance with the city standards, specifications, and streetscape plans for the intended development including: Grading, Topsoil, Turf and Vegetation, Natural areas & Xeriscaping and Hardscape elements

### 4.19 Street Lighting

Full illumination shall be provided on all freeways/expressways, arterials, collectors, and local streets. Lanes do not require lighting. Sidewalks, cycling facilities, and intersections shall require illumination to increase pedestrian, cyclist, and intersection safety. SaskPower provides street lighting for the City and typically designs the lighting plan for the developer.

All street lighting cables in new subdivisions shall be installed underground. Additional street lights in neighbourhoods with overhead cabling may be installed overhead if approved by the City.

The Developer shall coordinate the location of street lights to ensure that they do not interfere with other utilities and driveways. Where possible street lighting shall be directed downward toward the roadway and sidewalks without causing glare to adjacent uses.

Any capital contribution that the utility company may charge for installation of underground street lighting shall be paid by the developer.

### 4.20 Public Parking Lots

All public use facilities shall include adequate on-site parking space for the intended use as required by the Zoning Bylaw, or through consultation with the City where not specified in the Zoning Bylaw.

On-site parking may not be required for public spaces if there is adequate off-site parking adjacent to the public use facility at the discretion of the City.

Parking stalls located at the end of a dead end parking lot shall include space for adequate manoeuvring from the parking stalls adjacent to the dead end. The developer shall provide a drawing based on vehicle turning radius software that shows vehicles will be able to enter and exit the end stall without difficulty

## 5 CONSTRUCTION REQUIREMENTS

The City of Humboldt requires the Proponent's consultant to make key inspections to ensure compliance with the City's Construction Specifications.

This includes top of subgrade, top of sub-base, top of base and asphalt inspections to ensure the road is constructed as specified.

## 6 FUTURE DEVELOPMENTS

Roadway connections for future development shall be paved and constructed to the end of the Owner's property.

# CHAPTER 9. LANDSCAPING

## 1 GENERAL

Development of all public open space that is proposed within the City shall meet or exceed all landscaping requirements set out in these standards.

Any natural areas designated for preservation that are damaged during construction must be rehabilitated and re-vegetated to a condition that is equal to or better than pre-construction condition and to the satisfaction of the City. Replanting should be done with indigenous tree, shrub, and grass species in natural areas where existing vegetation has been disturbed or destroyed.

## 2 DEFINITIONS

Definitions contained within this section are intended to be specific this section.

**Buffer Strips:** Means a strip of land separating two adjacent lands not less than 7.5 metres in width.

**Environmental Reserve:** Means a parcel of land consisting of:

- A ravine, coulee, swamp, natural drainage course, or creek bed.
- Land that is subject to flooding or is, in the opinion of approving authority, unstable.
- Land abutting the bed and shore of any lake, river, stream, or other body of water for the purpose of:
    - The prevention of pollution.
    - The preservation of the bank.
    - The protection of the land to be subdivided against flooding.

**Landscaping:** Means the modification and enhancement of a site through the use of any or all of the following elements:

- “soft landscaping” consisting of vegetation such as trees, shrubs, hedges, grass, and/or ground cover.
- “hard landscaping” consisting of non-vegetative materials such as decorative brick, stone, concrete, asphalt, tile, and/or wood.

**Landscape Architect:** The Landscape Architect who is stamping and signing the submitted landscape drawings must be a full member in good standing with the Saskatchewan Association of Landscape Architects (SALA). A Landscape Architectural Technologist or equally qualified individual may complete landscape design work or field work upon mutual agreement with the City

**Lot:** Means a parcel of land in a subdivision, the plan of which has been filed or registered with Information Services Corporation of Saskatchewan.

**Maintained Parks:** Parks that require on-going maintenance such as grounds maintenance, tree maintenance, and trail maintenance.

**Municipal Reserve:** Means a parcel of land dedicated to the public use and owned by the City.

**Open space:** Means that part of a site not covered by buildings and which is not obstructed from the ground upward except by canopies.

**Park, Active:** Means an area designated to accommodate extremely competitive physical types of activities including football, softball, soccer, hockey, rugby, cricket, or track and field.

**Park, Passive:** Means an area designated to accommodate activities of a more sedate nature that involve visual, mental, and/or physical effort including bird watching, walking, jogging, cycling, picnicking, social gatherings, cross country skiing, canoeing, croquet, or horseshoe pitching.

**Public Open Space:** Any parcel of land or water which is set aside and managed by the Community Services Department for a diverse range of environmental, leisure, and recreational activities and opportunities. Generally parks, environmental reserves, and open spaces are used for either active or passive recreational activities; however they may also include areas which contain significant ecological, aesthetic, or cultural features and may be used for environmental protection.

**Public Reserve:** Means a parcel of land dedicated to the public use and owned by the Crown.

**Site:** Means a lot or large area of land developed or intended to be developed as one unit.

**Turf Grass:** A layer of matted earth, formed by either seeded grass or sod, also known as lawn.

**Utility Right of Way:** Means a registered utility parcel or registered easement on private land that allows the City and utility companies the right to access the utilities or services that are buried within the right of way.

**Walkways:** Means a parcel of land primarily intended for pedestrian use by the public.

**Xeriscaping:** Is attractive, sustainable, and water efficient landscaping based on sound horticultural practices. It incorporates careful planning and design of landscapes and various techniques such as the use of drought-tolerant plants, mulch, and efficient irrigation to retain moisture in the soil and to minimize the need for watering.

## 3 SUBMISSIONS AND APPROVALS

The Developer and Landscape Architect should arrange for an initial consultation meeting with the Community Services and Planning and Growth Development Departments before preparation of landscape drawings.

Drawing submissions shall be in accordance with the design drawing section of Part A - General Requirements.

Methods of establishment, maintenance, and irrigation of the proposed landscape design shall be outlined on the drawings, or where applicable in a separate document as determined in the initial consultation meeting.

When traffic will be disrupted due to landscape construction, the Developer shall provide a Traffic Accommodation Strategy that maintains temporary roadways and walkways for vehicular and pedestrian traffic to the satisfaction of the City.

No construction shall occur until the landscape design and drawings are approved by the City and a Servicing Agreement is executed where applicable.

# 4 GENERAL DESIGN REQUIREMENTS

## 4.1 General

The design of the development should consider the protection of natural features during regular use of the development after construction. At no time shall encroachment into any natural area that has been set aside for preservation occur without the express written consent of the City.

All areas are to be properly graded, topsoil is to be supplied and spread, and turf grass established.

In areas where cut and fill is necessary, the earthwork shall be designed by a qualified engineer and done in a manner that is compatible with the natural land-form. Avoid unnatural, continuous slopes of the same gradient. Modulate contours and blend with the existing natural slopes.

Public lands shall not discharge surface runoff onto adjacent private lands and, wherever possible, should enhance the overall drainage of the area.

Use existing vegetation to screen development from viewpoints that occur at higher or lower elevations. Use existing slopes and topography to buffer views.

Restoration of any disturbed land to a condition equal to or better than pre-disturbance is the Developer's responsibility and must be carried out to an approved City standard.

## 4.2 Subgrade

Sub-grade elevation shall be the final grade minus surfacing material depth, as follows:

- Seeded areas: 150 mm below final design grade
- Sodded areas: 150 mm below final design grade
- Shrub beds: 450 mm below final design grade
- Playground sites: 300 mm below final design grade
- Gravelled areas: 225 mm below final design grade
- Paved areas: as per site specific design
- Concrete sidewalks: as per site specific design

Slopes along property line or perimeter of construction area where design contours must match existing elevations shall not exceed 5:1. Slopes in areas to be mowed shall not exceed 5:1. Make changes in grade natural. Blend slopes into level areas.

Drainage patterns that direct surface runoff onto roads and ditches must be approved by the City. Existing drainage courses should be maintained and incorporated into the development wherever possible.

Drainage must be designed so that water is not retained on public walkways or trails.

## 4.3 Topsoil

Ensure that finished grade meets flush at surface structures and matches existing grades of project boundaries and property lines.

**Active Parks and Municipal Reserves:** Spread manufactured growing medium of one (1) part peat moss, one (1) part sand, and two (2) parts of topsoil evenly over entire area to obtain a minimum

growing medium depth of 150 mm after settlement (sand is required only if soil conditions warrant).

**All Other Open Space:** Spread topsoil evenly over entire area to obtain a minimum depth after settlement as follows:

- Seeded areas: 150 mm topsoil
- Sodded areas: 150 mm topsoil
- Shrub beds: 600 mm topsoil
- Flower beds: 450 mm topsoil

## 4.4 Seed and Sod

On sites where the application of a seed mix is appropriate, the seed mix must be approved by the City and applied to an acceptable standard.

The proposed seed mixture details and breakdown (certificates of analysis) must be submitted to the City to be approved by City prior to the purchase and application of the said mixture.

On slopes 2:1 or greater, install an approved erosion control blanket over the seeded area.

Proposed sod type must be Certified No. 1 grade-cultivated turf grass sod, grown and sold in accordance with A.N.T.A. classifications, with strong fibrous root system and free of stones or burned or bare spots.

## 4.5 Irrigation

The objective of this section is to build irrigation systems that apply a consistent, even, measurable amount of water to the landscape over a period of time. The system design will consider water cost and conservation, long term durability and maintenance cost, safety issues, aesthetic issues, and site specific requirements. The relative importance of these considerations will vary from project to project, and require the attention of a qualified and experienced designer.

All irrigation work shall be done by a suitably experienced and qualified irrigation contractor having trained and competent personnel adequate for the scope of the work.

Ensure that there is compliance with the relevant codes and regulations both in the design and during the conduct of the work involved in the project.

**Parks Water Service:** Each Active Park and Municipal Reserve site is to be provided with water and electrical service. The service shall be of sufficient size to provide the flow required to meet the peak evaporation rate for the site and the peak crop water requirements of the proposed landscape within the allotted watering window. A backflow prevention device shall be installed on each irrigation service. Provision shall be made at the point of connection for a combination master valve/water meter.

**Watering Window:** The Watering Window shall be established based on the peak water demand for the site, scheduled sporting events, maintenance routines, the nature of the proposed site uses, the water requirements of the proposed plant material, and the soil characteristics of the site. The Watering Window shall not exceed eight (8) hours per watering day, and shall

commence between the hours of 10 p.m. and 6 a.m. An irrigation watering schedule for peak periods shall be included in the irrigation design drawing.

**Sprinklers:** All sprinklers must be suitably adjustable and located so as to keep the water within the landscaped area and minimize overthrow. Consult with the City regarding type of sprinkler head before proceeding with design.

**Piping:** The velocity of flow in any piping must not exceed 1.5 meters (5 feet) per second. Selection of the strength or flexibility of the pipe material and its installation criteria must consider site specific requirements such as frost, traffic, soil depth etc. and be in accordance with the construction specifications. Pipe sizing and routing must include pressure loss calculations to ensure that the required pressure will be delivered under all circumstances and that pressure variation within the lateral does not exceed 15%.

**Zoning:** All sprinklers grouped into a zone must have the same precipitation rates, matched through the arcs of coverage. The potential for low head drainage must be minimized for each zone. The pressure variation within each zone from the first to the last head must not exceed 15%.

**Controls:** Controllers must be C.S.A. approved. Moisture sensors or other 'rain off' devices are recommended for effective water management.

**Pressure Control:** Valves must meet the pressure and flow requirements of the zone being controlled. The design must include suitable regulation of the pressure throughout the irrigation system. The pressure at every head must be within the range recommended by the manufacturer of the head/nozzle combination being used.

**Winterizing:** The system design must make the water connection and all the system components safe from winter freezing damage. A suitable and convenient blow out point and connection is the most desirable method of purging the system of water.

**Low Volume/Micro Irrigation:** Any low volume irrigation included in a system must be separately zoned. Filtration and pressure control as recommended by the manufacturer of the low volume devices must be provided together with suitable controller capabilities.

**Control Wire:** Control wire must be sized to the length of its run using the recommendations of the manufacturer of the zone control valves being wired. Control wire shall be color-coded and sequenced.

## 4.6 Vegetation

With the exception of straight line boulevard tree planting or formal plantings in park areas, planting should be sensitive to the ecological patterns in the area and blend in with the existing vegetation.

**Tree Locations and Quantity:**

Deciduous trees overhanging pedestrian facilities are to have a minimum 2.0 meters branch height. Deciduous trees near intersections are to have a minimum branch height of 2.4 meters. Deciduous trees overhanging traffic lanes are to have a minimum branch height of 3.5 meters.

A majority of the plant material shall be planted in clusters or natural groupings. Spacing of individual trees within clusters will vary depending on the mature spread (a maximum overlap of

30% of the mature spread is desirable). Spacing of clusters should vary, minimum 9.0 meters to maximum 30.5 meters.

Coniferous trees must be planted a minimum of 8.0 meters from a collector or arterial road due to potential damage from salt spray. Deciduous trees may be planted up to 2.0 meters from the edge of any roadway. Deciduous trees planted in medians must be a minimum of 750 mm from back of concrete curbs.

Tree planting should be strategically spaced to avoid blocking street light illumination levels, sight lines in the vicinity of intersections, pedestrian crossings, and traffic signs.

Preservation of existing mature trees within the road right-of-way or within the front yard setback may fulfill all or a portion of the tree planting requirements depending on the size and quality of the existing trees when reviewed on-site by the City.

**Tree Size and Species Mix:**

Tree Species required in this section are to be 30% coniferous and 70% deciduous unless demonstrated by the consultant or developer that the species mix should be different to successfully integrate the project with adjacent natural vegetation patterns.

Use a variety of plant material, both coniferous and deciduous. Poplar planting should be minimized. The maximum poplar planting ratio shall be 15% of the total trees planted.

Coniferous tree sizes at time of planting shall vary between 1.5m and 2.5m in height.

Deciduous tree sizes at time of planting shall be 50mm or greater. Smaller calliper may be considered in areas with no anticipated pedestrian traffic.

**Shrub Size And Species Mix:**

Shrub species required in this section are to be 40% coniferous and 60% deciduous unless demonstrated by the consultant or developer that the species mix should be different to successfully integrate the project with adjacent natural vegetation patterns.

Coniferous & Deciduous shrub sizes at time of planting shall vary between 2 gallons and 5 gallons.

Existing plant material to be retained must be identified on plans by species, size, and exact location. Transplanting of existing vegetation is subject to the same conditions as that of planting nursery stock.

Wood mulch should be applied to all tree wells and planting beds to aid in maintenance, to a depth of 150 mm.

Where xeriscaping is used, wood mulch or stone mulch shall be used in all planting beds and tree wells.

If trees are less than 3.5 meters from vertical elements, hard surfaces, or private property lines the trees must be placed in mulch beds.

## 4.7 Amenities

The objective of this Section is to provide designers and developers with a comprehensive amenity guideline to provide continuity throughout the City.

Signage for parks shall be complementary to the current signage and in scale with the pedestrian environment. Blend signage into the landscape and site development rather than allowing it to dominate with larger signs and taller poles.

Benches will be provided at the Developer's expense at a minimum as follows: One (1) bench to be located at each pathway entrance and exit, and one (1) additional bench per kilometer of lineal pathway, and two (2) benches per play structure.

Trash receptacles will be provided and installed at the Developer's expense at a minimum as follows: One (1) trash receptacle to be located at each pathway entrance and exit, and one (1) additional trash receptacle per kilometer of lineal pathway, and one (1) per play structure, and two (2) per ball diamond or soccer pitch.

The trash receptacle should accommodate a standard 75 litre receptacle that will hold a 66 cm x 91cm (26" x 36") plastic garbage bag. Haul-All trash receptacles are to be used at all trail heads.

Fencing proposals on arterial and collector roadways are to be reviewed and approved by the City prior to construction. Fencing will be required around school areas, walkways, and utility lots in addition to arterial roadways, unless otherwise approved. All standard fences will be constructed on private property approximately 150 mm from the property line.

A post and chain fence system may be used in passive park areas to control access along roadways.

Maintenance access points to open space must be considered and coordinated with the City, and the maximum distance between service vehicles or pedestrian access points should be 500 meters.

Site furnishings shall complement and enhance the natural setting. Details which are consistent with local materials, colour, and style should be utilized. All site furnishings are to be vandal resistant where possible.

Public open space site furnishings must be indicated on the final landscape plans and be provided by the Developer in accordance with the direction and approval of the City of Humboldt.

## 4.8 Playground Facilities

All playground installation must conform to CAN/CSA-Z614-14 Children's Playspaces and Equipment. All site plans, playground designs, construction material, playground suppliers, spray parks, and playground development must be approved by the City. The City of Humboldt will determine the acceptability of materials and the extent of the playground development.

All playground development must include a low compact surface approved by the City complete with a base structure suitable for the surface. A minimum of five (5) pieces of traditional equipment shall be installed within a single retained area.

Playgrounds shall be designed for inclusive play using universal design principles. Play areas should be laid out for integration of wheelchair accessible components to promote inclusive play. Tactile and auditory play experiences should also be provided for children with visual impairments.

Play elements of each play lot shall provide for the recreational requirements of the child as well as stimulate the senses and cognitive or motor development aspects of the child's learning process.

In addition to structural equipment, such as swings and platforms, open turf areas shall be provided. Protection from the elements and the provision of sunny and shaded areas shall be provided. Contouring and mounding of the larger sites shall be considered to provide for a varied play experience.

Seating areas for supervising adults (passive area) and durable trash receptacles shall be provided on all sites.

Play equipment shall be separated from walkways and turf areas. Equipment which promotes play by a large number of children at one time shall be located to minimize congestion around other equipment, entrance ways, or walkways.

Swings and other moving equipment shall be located towards the outside of the play lot to reduce conflicts with pedestrian movements.

Safety of the equipment users and minimizing liability of the City of Swift Current shall be a priority in the development of all play lot sites.

Protrusions (nuts, bolts, etc.) shall be minimized or adequately protected where protrusions are unavoidable. Vandal resistant hardware shall be utilized to prevent equipment tampering.

Playground sites shall be located on a well-drained area not conflicting with sports field play areas.

### 4.9 Xeriscaping

Xeriscaping is encouraged and may replace areas of turf if is suitable to the land use.

Xeriscaped areas shall be planted with native, adapted, or exotic varieties of plants that are considered drought tolerant for the natural climatic conditions of Humboldt. Consider seasonal interest when selecting plant species. Also consider variations in height, colour, and texture.

Only minimal irrigation should be required once plants have been established. If some irrigation is required, plan for it to be used efficiently by placing plants with similar water needs together.

A layer of bark or shredded wood chip mulch (75mm – 100mm depth) shall be provided above all xeriscaped areas to minimize weeds and to keep soil moist. Mulch should be applied over a landscape fabric.

## 5 SITE SPECIFIC DESIGN REQUIREMENTS

### 5.1 General

The sections that follow are intended to identify minimum requirements and criteria for development with specific types of public open space.

Design maintained parks to complement the natural areas when one occurs adjacent to the other.

### 5.2 Buffer Strips

Buffer strips shall be in accordance with the Provincial Planning and Development Act.

Buffers should provide a transition between roadways, parks, and/or different adjacent land uses.

Planting and grading in these areas should blend in with natural vegetation patterns and park planting.

Provide noise protection for residential areas from adjacent, incompatible land uses.

Provide mix of coniferous and deciduous planting of adequate height to provide visual screening of adjacent, incompatible land uses.

## 5.3 Environmental Reserve

Environmental Reserve dedication within a development shall be in accordance with the Provincial Planning and Development Act.

Ensure no construction of permanent structures, other than trails, storm ponds, and associated structural components or interpretive elements, in natural areas or environmental reserves within the flood zone.

Natural areas are an important component in the overall open space system. Activities in natural areas may include nature oriented outdoor recreation such as viewing and studying nature, bird and animal watching, hiking, and other trail uses.

- Size varies depending on natural features being protected or other specific requirements.
- Pedestrian access may be restricted to trails in areas of environmental sensitivity.
- Provide sitting and picnic areas with benches, trash receptacles, and picnic tables. All Environmental Reserves adjacent to residential areas must be fenced with post and chain installed on City property.

## 5.4 Municipal Reserve

Municipal Reserve dedication within a development shall be in accordance with the Provincial Planning and Development Act.

Municipal Reserve contribution to linear parks should be a maximum of 10% of the gross land area of the neighbourhood.

All Municipal Reserve land is to be developed in accordance with the approved development plan, but to a minimum turf grass standard including grading, topsoil supply and spread, and tree planting, except where designated to remain as a natural area.

The City may require an automated irrigation system to be installed in Municipal Reserve areas.

All Municipal Reserves must have a standard curb along the property line to prevent vehicular access to the municipal reserve, except for designated access points for pedestrians and service vehicles.

## 5.5 Boulevards, Medians, And Front Yards

Boulevards and front yards form an important part of the open space system by providing visual relief between the roadways and other land uses.

Boulevards provided by the developer along all roadways shall be part of the public road right-of-way and not constitute a part of the Municipal Reserve dedication. Landscape islands in cul-de-sacs or medians are permitted only if treated in a low or no maintenance manner and approved by the City. Islands and boulevards are not to be credited as municipal reserve dedication.

Boulevards and buffers should provide a transition between roadways, parks, and/or different adjacent land uses. Planting and grading in boulevards should blend in with natural vegetation patterns and park planting.

Boulevards and Buffers provide visual and noise protection for residential areas from major roads in conjunction with the City.

Use only deciduous trees in medians and plant in a single straight line. Deciduous and coniferous trees are allowed in boulevards. Deciduous and coniferous shrubs are allowed in residential boulevards that are not maintained by the City. A minimum of 2 species of trees are to be used in individual boulevards to provide diversification, unless approved otherwise by the City. Size of street trees to be a minimum of 85 mm calliper.

Islands in medians must be landscaped with low or no maintenance materials approved by the Community Services Department.

## 5.6 Utility Corridors And Right Of Ways

Utility easements and rights-of-way may also function as an integral part of the open space system. These lands may be desirable as pedestrian links connecting open space areas.

Utility easements and rights-of-way will not be credited towards the Municipal Reserve dedication.

Minimize clearing widths for underground utility lines to mitigate unsightly cut lines through existing tree cover. Utilize the same trench or cleared right-of-way for more than one utility where possible. Allow natural re-growth to occur in right-of-way over deep utility lines. Blend utility easements into park areas in as natural a manner as possible.

Naturalize straight cut lines for utilities by replanting with trees and shrubs.

Tree planting for public road rights-of-way are to be approved in conjunction with the City to ensure proper sight clearances from roads, intersections, and clearance utilities.

Do not plant directly over utility lines or proposed utility line locations. Coordinate with the City and applicable utility company to verify appropriate locations.

## 5.7 Trail And Pathway Systems

Trails can be located in the Municipal Reserve. Trails may also be located through Environmental Reserve areas, building or environmental setbacks, utility easements, utility rights-of-way, road rights-of-way, and boulevards where approved.

Small parcels of municipal reserve with low developable potential will be accepted as part of the municipal reserve dedication where these parcels are required to connect trails to the overall trail system.

Trails with slopes less than 5% on trails and pathways are ideal. Cross slopes on any pathway shall not exceed 2%.

Provide 1.0 meter clear of all obstacles on both sides, and 3.5 meters clear of obstacles overhead. Avoid locating trails over manholes. Ensure a 2.5 meter minimum clearance from park water services.

Set-back pathways a minimum of 1.0 meter from face of curb.

Where possible, ensure trails join at right angles and provide widening of trails with radius of 4 meters where trails join other trails.

Line up entrances for visual continuity where trail route crosses street. Ensure no catch basins located at entrance. Provide a curb cut and place a standard removable bollard where vehicle access is a concern.

Where possible, ensure no obstructions to visibility within 5.0 meters of junction with other trails and streets (trees, shrubs, utility boxes, fences, etc.)

Lighting may be required at trails and activity nodes, subject to the review and approval of the City. The Developer will be responsible for the cost of constructing such trails.

Trail proposals shall be reviewed and approved by the City.

Trail layout should be designed to connect the residential areas with the park activity nodes and other centres such as schools, commercial areas, etc.

Regional trails should not be within 5 metres of play area surfaces and links to the trail system from play structure sites should be established.

Conflicts between vehicular and pedestrian traffic should be minimized. Avoid sections onstreet in order to maximize continuity of trail system.

All trails should be barrier free wherever possible.

Trails developed in natural areas should be designed and sited to minimize physical and visible disturbance to landform or vegetation. Minimize damage to Environmental Reserve parcels by careful trail route selection, by sensitive use of retaining structures, and by grading side slopes to minimize disturbances. The Developer is responsible for rehabilitation of areas disturbed by trails passing through natural areas.

## 5.8 Storm Water Management Facilities

Park space is desirable adjacent to stormwater lakes, provided that the lake and associated grading is designed in conjunction with the park and appears as natural as possible.

Stormwater facilities (both wet and dry ponds) can also be utilized within the open space system.

Stormwater ponds/lakes shall be designated as a public utility and will not be credited towards the Municipal Reserve dedication.

Naturalize stormwater ponds, and re-graded or disturbed areas, with groupings of native trees and shrubs. Design proposed contours in a curvilinear form rather than a straight line form.

At the City's discretion, Stormwater retention ponds that drain within 24 hours will be partially credited towards the Municipal Reserve dedication. In these situations, the pond side slopes are typically exempted from the Municipal Reserve dedication. The pond bottom must be accessible and provide community benefit such as an active or passive park space.

# SCHEDULE "F" - SERVICING DEVELOPMENT STANDARDS

## MINIMUM DESIGN STANDARDS FOR LOCAL IMPROVEMENTS FOR PRELIMINARY PROPOSAL FOR DEVELOPMENT

Development of new areas requires the approval of the City Council. It should be clear to the Developer that the City wishes to be fully informed in regard to the proposed development prior to granting approvals for the Subdivision. To this end the Developer is requested to present his proposal to the City for study and advice prior to approval in principle of the subdivision and development.

Prior to any development taking place, the Developer shall submit a preliminary proposal of development to the City. The proposal shall include pertinent information as to standards of construction, requirements for capacity of water mains, sewer mains, roadways, street patterns, utility easements and other significant aspects relating to the proposed development.

The preliminary proposal shall include plans of the proposed development at a standard engineering scale (1:1000 typical). The following shall be included in the set of plans:

1. Existing Site Plan
    - Existing Contours
    - Site Features, Facilities, & all Utilities
    - Identify any demolition. (A separate demolition plan may be required.)
    - All property lines, right of way, lots & block #'s shall be clearly identified

2 Proposed Site Plan
    - Any proposed lots, blocks, & right of way, municipal reserves, buffer strips
    - All buildings, parking areas, access locations, and road ways
    - Transportation plan indicating roadway type.

3. Utility Plan
    - Site Plan with water, sewer, and any other utilities identified
    - Elevation data for sanitary sewer including rim & invert elevations.
    - Identify all discharge or tie in locations.

4 Grading Plan / Storm Management Plan
    - Site Plan with existing and proposed contours
    - All stormwater infrastructure including pipework, structures, and any attenuating areas
    - Critical elevation information including high points, drainage paths
    - Label effective grade points
    - Identify all discharge or tie ins locations
    - Sedimentation & erosion control measures

5 Any other information that is necessary to aid the City in assessing and considering the proposed development.

At such time as the City approves the Preliminary Report along with required revisions, amendments or deletions, the Developer may proceed with the detailed design and preparation of plans and specifications for the development.

The Developer shall submit to the City four complete sets of plans and specifications for the proposed construction. No construction shall commence or be undertaken until the plans and specifications have been approved in writing by the City.

Prior to the commencement of the construction the Developer shall provide two permanent reference points in the Development Area. The elevation of each reference point shall be established to a geodetic datum. These reference points shall be available for use for all construction activities in the Development Area. They are the responsibility of the developer to maintain, protect, or replace.

All services to be installed by the Developer shall be installed in such a manner as to least interfere with the existing services and any cost incurred by the City on account of the installation of services by the Developer shall be charged to the Developer who will pay the City promptly for such expenditures incurred.

Upon completion of the construction the Developer shall submit to the City, two sets of prints and one cad drawing of the as-built works completed. These plans shall be in a form and to the detail required by the City.

**CLOSING OF ROADS FOR EXISTING FACILITIES**

Where the Developer is reasonably required to close any street or a part of a street within the City that is not within the Subdivision in order to construct or install any of the Developer's Services, the Developer may close the street upon providing reasonable notice to the City as set forth in the paragraphs below provided that any closure of any street or part of a street will be for the minimum time reasonably necessary to complete the Work and any street shall be restored to its prior condition.

The Developer shall provide the City with 10 days' notice of its intention to temporarily close any street or part of a street within the City that is not within the Subdivision in order to construct or install any of the Developer's Services, and shall further take all necessary safety precautions, including obtaining City approval, and ensuring the adequate warning of the closure of the street, during the time of such temporary closure.

Notwithstanding paragraph 0 above, where the street or part of a street within the City that is proposed to be temporarily closed is any portion of a provincial highway, as defined in *The Highways and Transportation Act, 1997* or provides continuity to a provincial highway and for which there is a plan on file in the Ministry of Highways and Infrastructure, the Developer shall in addition to the notice provided for in paragraph 0 above, provide the City with 30 days' notice of its intention to close the street so that the City in turn has sufficient time to give notice pursuant to s. 15(2) of *The Cities Act* (Saskatchewan) to the minster responsible for the administration of such Act of the proposed temporary closure.

**ROAD CROSSINGS**

Developed roads shall be returned to their original conditions. Where it is necessary to excavate across an existing road or lane, excavations shall be backfilled and compacted to the satisfaction of the City.

**STANDARDS**

Outlined herein are the standards intended to be the minimum standards for construction a new development. It shall be the developer's responsibility to ensure all works are constructed in accordance with City of Humboldt's standards and conform to best engineering and construction practices.

## ROADS

**GENERAL**

All lanes shall be graveled and all streets paved. Concrete curbs and gutters, (and sidewalks) shall be constructed according to approved plans.

**GEOMETRIC DESIGN STANDARDS**

(A) Curb to curb width of all streets shall be determined by the City at the time application is approved.

Width of collector and arterial streets shall be as designated by the City.

(B) GRADES

- Minimum gutter grades around curves shall be 0.50%.
- Minimum gutter grades straight sections shall be 0.30%.
- All roads shall be crowned on a slope of 3%.
- Surface drainage will be carried across streets at intersection in concrete swales.

(C) STREETS

All streets shall be constructed as follows:

**SUB-GRADE:** remove organic or otherwise unacceptable sub-grade material replace with acceptable material compacted in 150 mm lifts to a minimum of 98% of the Standard Proctor Density. Top 150 mm of Sub-grade compacted to a minimum of 100% of Standard Proctor Density and graded to within 20 mm of final cross section and grade.

**BASE:**

1) Sub-Base: If needed; as directed by the Director of Planning and Engineering. Typically, 200mm of a good quality, well-grade pit-run gravel or sub-base material with a minimum CBR of 35 compacted to a minimum of 100% of the Standard Proctor.

2) Local Streets: 240 mm of crushed gravel base course with a minimum CBR of 65 compacted to a minimum of 100% Standard Proctor Density.

3) Collector and Arterial Streets: 200mm of a good quality, well-grade pit-run gravel or

sub-base material with a minimum CBR of 35 compacted to a minimum of 100% of the Standard Proctor. In addition to the sub-base, 240 mm of crushed gravel base course with a minimum CBR of 65 compacted to a minimum of 100% Standard Proctor Density.

**ASPHALT SURFACING:**

1) Local Streets: 60 mm of hot mix asphalt surface course with fog coat on the surface

2) Collector and Arterial Streets:

- 75 mm of hot mix asphalt surface course with fog coat on the surface
- Prime approved base surface with approved priming materials, prior to placing hot asphalt.
- All hot mixed asphalt shall comply with the City of Humboldt, Hot Mix Asphalt Surface Course.
- Aggregate to be type 71 gradation.
- Asphalt binder to be 150-200A penetration.
- Air voids in compacted mix to be 2 percent to 4 percent.
- Density of finished pavement to be minimum 98 percent of Marshall Density.

(D) LANES

All lanes shall be constructed as follows:

- 150 mm compacted sub-grade
- 100 mm of crushed gravel base course with a minimum CBR of 65 compacted to a minimum of 100% Standard Proctor Density.
- Prime coat (if pavement is required).
- 50mm hot mix asphalt surface c/w fog coat. (if pavement is required)

**CONSTRUCTION ROADS**

Roads provided to new development areas that do not have sub-grade preparation and base gravel placed and approved by the Director of Planning and Engineering shall be considered a Construction Road. Construction roads shall have sufficient gravel to provide access to construction trades at all times. This road shall be posted by the Developer that it is a "Construction Zone - authorized personnel only, no public access" at all entrance points. The sign shall measure no less than 9 square feet and shall include the name and phone number of the land developer responsible for the construction of the road. Should the road become impassable as deemed by the Director of Planning and Engineering or Works and Utilities Manager, the road will be closed until once again deemed passable.

Construction zones will not be permitted to be opened without access to operational fire hydrants. No conditional development or conditional building permits will be issued for an area which there is no approved access via construction road. The water will not be turned on for any circumstance until the road bed is approved by the Director of Planning and Engineering and no

person shall occupy the dwellings until the water is turned on.

## CURBS AND GUTTERS AND SIDEWALKS

- Curbs, gutters, and sidewalks shall be constructed on both sides of streets. All curbs, gutters, and sidewalks shall be constructed of poured-in-place concrete in accordance with the City of Humboldt Standards.
- Curb returns at street intersections shall have a minimum radius of 8.000 meters (measured along back of curb) or as required by the City.
- The minimum curb radius in crescents and cul-de-sacs shall be 12.000 meters.

### CONCRETE

Concrete for all sidewalk, curb and gutter construction shall have an air content of at least 5% and no more than 8% and shall have a minimum 28 day compressive strength of 32.0 MPa.

## LOT DRAINAGE

The Developer shall submit to the City an overall plan of the area to be developed on which shall be indicated the individual lots with the proposed grading of the lots. Rear lot grades shall be 100mm above design lane grade. Also indicated on this plan shall be the design sidewalk or top of curb elevations and the invert to elevation of the sanitary sewer connection at the property line. Front finished grade elevations are to be set at 450 mm above the design sidewalk or top of curb elevations.

## EARTHWORK

Detailed Earthwork Construction details are listed in section 2000 of the Construction Specifications. The developer shall match existing grades at the edge of their property.

### TOPSOIL REMOVAL

The topsoil shall be stripped from all road right-of-ways and lanes prior to construction of any utilities.

### BACKFILL

All utility trench backfill shall be compacted to a minimum of ninety-six (96%) percent of the Standard Proctor Density. The top 1 meter below subgrade must be compacted to a minimum of ninety-eight (98%) percent of the Standard Proctor Density when backfilling within the road right-of-way.

## WATER DISTRIBUTION SYSTEM

The water distribution system shall be adequate to supply the peak hourly demands or the peak day demands plus fire flows, whichever is greater. Fire flow requirements shall be as recommended by the Insurers Advisory Organization.

### WATER MAINS

- Minimum size of pipe shall be 150 mm inside diameter.
- Main sizes may be increased or decreased by the City at their discretion.
- Mains shall be located either within the roadway or boulevard and at least 2.0 meters horizontally from any proposed sidewalk, curb or other service structure.
- Mains shall be installed to provide a minimum depth of cover of 3.0 meters below final finished grade.
- Sand bedding 100 mm below the pipe and at half way up the pipe for the full trench width shall be provided on all mains.
- Pipe for water mains shall be AWWA-C900-81 PVC pipe complete with factory installed elastomeric gaskets, or as otherwise approved.
- Water mains shall be augured or tunneled under existing or future walks, curbs or swales.
- The ends of stub pipes shall be marked with a 38mm x 89mm wooden marker extending from the top of the stub pipe to a minimum 600mm above finished grade.

**HYDRANTS**

- Maximum spacing of hydrants shall be such that the curb in front of any dwelling is no more than 120.0 meters from any hydrant, as measured along the traveled road surface.
- Hydrants shall be compression type of the same style and make as presently exists in the City (A442 Mueller WCUS Fire Hydrant with SS Bolting & Tyton Boot) and shall include:
- Two (2) - 64mm hose nozzles and one (1) 114mm pumper nozzle.
- Operating nuts and threads shall match existing hydrants in the City.
- Hydrant leads shall be augured or tunneled under existing or future walks.
- A 10.88kg (24 lb.) zinc anode shall be attached to hydrants.

**VALVES**

- Valves shall be provided on the mains so that no more than three (3) valves are closed to isolate any one section of water main. Valving shall be provided such that only one hydrant is isolated at any one time.
- Valves shall be located at the extension of the street property lines at street intersections or as otherwise approved by the City.
- Valves on hydrant leads may be located in the roadway.
- Valves shall be iron body, be resilient seated gate valves conforming to AWWA C509-87, counter clockwise opening, with ends to suit the pipe.
- Valve boxes shall be complete with 25mm square solid steel operating extension stems, stone disc and operating nut with shirt.
- The top operating nut shall be within 300 mm of design grade.
- A 5.44kg zinc (12 lb.) anode shall be attached to valves.

**WATER SERVICE CONNECTIONS**

- All pipes shall be installed in an augured excavation beneath all future sidewalks and

curbs.

- Service pipe from the main property line shall have a minimum depth cover of 2.800 meters from finished grade.
- Service connections shall be located 3 metres from the front corner of the lot and 300mm outside the front property of the lot.
- Curb stops shall be located so that they do not conflict with driveways or sidewalks
- Water Service pipe shall be 25mm ASTM D2737 SDR 9 polyethylene tubing or otherwise as approved.
- Service boxes shall be set vertical with the tops at the sidewalk elevation. At the time of sidewalk construction, the letters "CC" shall be neatly marked into the concrete directly opposite each service box.
- Curb stop stem shall be stainless steel. Sacrificial anodes shall be installed on the curb stop box. The bottom 1.5 metres of the curb stop box wrapped with denso tape.
- The Works and Utilities Department must be contacted for assessment for any new service connection prior to installation or reuse of any existing service connection. Old connections that are not re-used will have to be cut off at the mains.

**DUPLEX /MULTIPLE UNIT DWELLING CONNECTIONS**

The Public Works Department must be contacted regarding new service connection requirements prior to installation or reuse of any existing service connections. All semi-detached dwellings must have separate service connections to the mains for each dwelling unit. Any duplexes that may be subdivided at a future date will also require separate connections to the mains for each unit. Old connections that are not re-used will have to be cut off at the mains.

Multiple unit dwellings with individual meters for each dwelling unit must provide a separate heated meter room. A key must be provided to the City to access this room for meter reading and for the turning on and off of each individual meter as necessary. Individual meters will not be installed within dwelling units. Multiple unit dwellings with one meter for the entire building will not be billed individually.

**CURB CONNECTION AND DRIVEWAY LOCATION**

If Driveway placement is required above the utility services, including curb stop, the contractor or homeowner must

- Contact Public Works and Utilities at least 48 hours prior to installing the driveway and have the curb stop tested.
- Any inspection chambers, cleanouts, or curb stops, must be inspected and repaired prior to installation of any driveway.
- The contractor or homeowner is responsible for any damage or repairs necessary, unless they are a warrantied item from the original underground installer.
- The contractor or homeowner must install an approved curb stop protector box. These can be purchased from Public Works and Utilities.
- Driveways and Access geometry must conform to the Zoning regulations and comply

with established accepted Transportation Standards (TAC).

**TESTING**

Testing of the water distribution system shall be carried out after the service connections are installed according to AWWA Specifications. Leakage testing shall be carried out to a pressure of 1035 kPa.

Provide chlorine residual and bacterial testing results.

## SANITARY SEWAGE COLLECTION SYSTEM

The sanitary sewage collection system shall be of a sufficient capacity to carry peak hourly sewage flows plus infiltration.

**SEWER MAINS**

- Minimum size shall be 200mm diameter.
- Main sizes may be increased by the City as considered necessary.
- Sewer Mains shall be PVC sewer pipe conforming to ASTM D3034, DR35 or as otherwise approved.
- Mains shall be located within the roadway or boulevard and at least 2.0 meters horizontally from any proposed sidewalk, curb or other service structure.
- Mains shall be installed to provide a minimum depth to invert of 2.8 meters from finished grade. Shallower pipes shall require the approval of the City.
- Pipes shall be bedded in sand from 100 mm below the pipe halfway up the pipe for the full trench width. Improved foundations shall be provided where soil conditions require same.
- Sewer mains shall be augured or tunneled under existing or future walks, curbs or swales.
- The ends of stub pipes shall be marked with a 38mm x 89mm wooden marker extending from the top of the stub pipe to minimum 600mm above finished grade.

**MANHOLES**

- Manhole bodies shall be of pre-cast concrete sections with a minimum inside diameter of 1050 mm.
- Manhole steps shall be of steel safety steps galvanized after fabrication.
- Frames and covers shall be of cast iron and asphalt dipped. Norwood F-39 or as otherwise approved.
- Maximum spacing between manholes shall be 110 meters.

**SEWER SERVICE CONNECTIONS**

- All pipes shall be installed in an augured excavation beneath all future sidewalk and curbs.
- Service pipe at the front property line of each lot shall have a minimum depth of 2.8 meters below final lot grade.
- Service pipe shall be of a minimum of 100 mm diameter.

- Service pipe shall be of PVC or as otherwise approved.
- Service pipe shall be connected to the sewer main with an approved saddle.
- The Works and Utilities Department must be contacted for assessment for any new service connection prior to installation or reuse of any existing service connection. Old connections that are not re-used will have to be cut off at the mains.

**DUPLEX /MULTIPLE UNIT DWELLING CONNECTIONS**

The Public Works Department must be contacted regarding new service connection requirements prior to installation or reuse of any existing service connections. All semi-detached dwellings must have separate service connections to the mains for each dwelling unit. Any duplexes that may be subdivided at a future date will also require separate connections to the mains for each unit. Old connections that are not re-used will have to be cut off at the mains.

Multiple unit dwellings with individual meters for each dwelling unit must provide a separate heated meter room. A key must be provided to the City to access this room for meter reading and for the turning on and off of each individual meter as necessary. Individual meters will not be installed within dwelling units. Multiple unit dwellings with one meter for the entire building will not be billed individually.

## STORMWATER MANAGEMENT SYSTEM

**DESIGN METHODOLOGY**

The stormwater management system shall be adequate to restrict the peak post-development stormwater runoff rates to predevelopment rates or to the capacity of the infrastructure downstream from the development; whichever is smaller.

The hydraulic sizing of drainage and conveyance structures in urban areas always requires estimation of peak flow rates. Peak flow is the maximum rate of flow passing a given point during or after a rainfall event. Historically, the Rational Method is the most widely used method of estimating the peak runoff rates for the design of urban drainage systems. Alternative modelling methods may be allowed pending approval from the City of Humboldt.

The Rational Method is based on an empirical formula relating the peak flow rate to the drainage area, the rainfall intensity and a runoff coefficient. The Rational formula is:

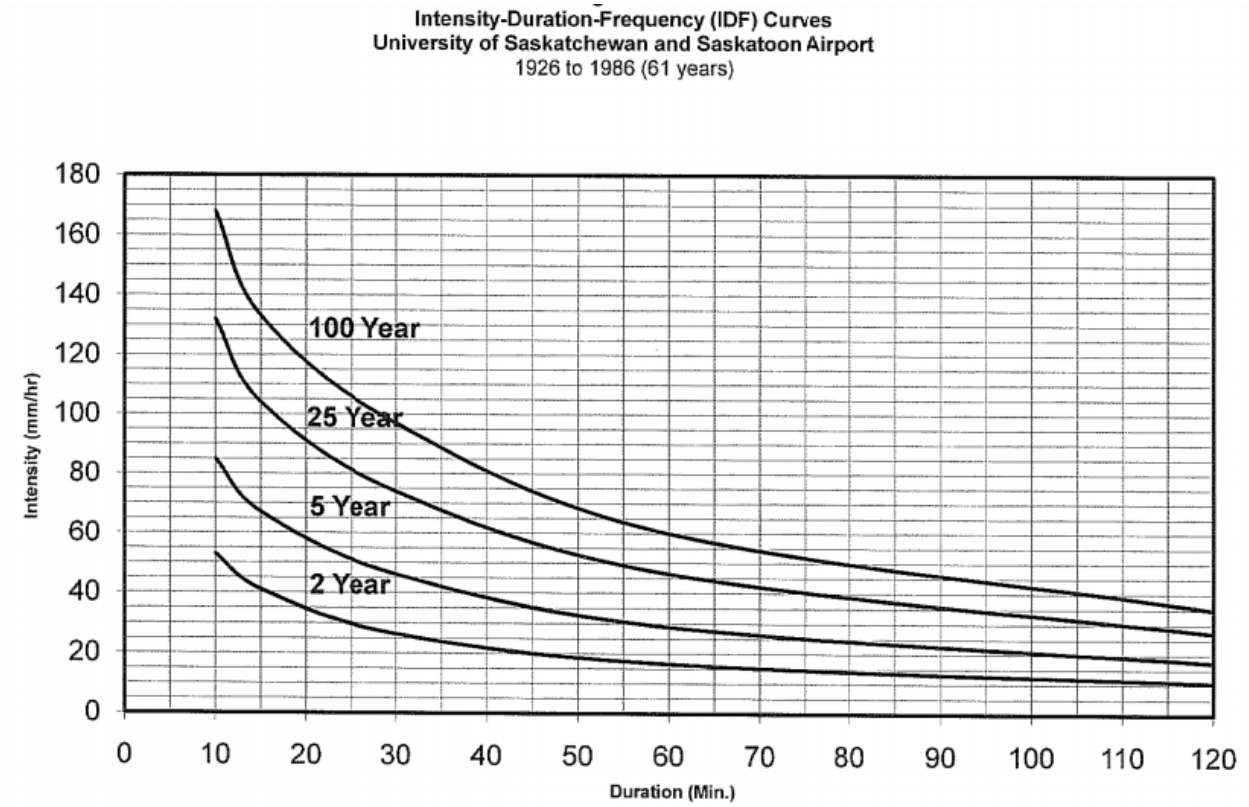
$Q = 0.0028\ C\ I\ A$ (m3/s)

Where
Q = peak runoff rate
C = dimensionless runoff coefficient
I = rainfall intensity for a duration that equals time of concentration (tc) of the basin (mm/hr)
See figure 1 below for more information.
A = basin area (hectares), and
tc = time of concentration for the basin for the particular event (min).

The fundamental assumptions underlying the Rational Method are:
•The rainfall intensity is constant over a period that equals the time of concentration of the basin;
•The rainfall intensity is constant throughout the basin;
•The frequency distribution of the event rainfall and the peak runoff rate are identical (this assumption is true for all event-based computations);
•The time of concentration of a basin is constant and is easily determined; and
•The runoff coefficient is invariant, regardless of season of the year or depth or intensity of rainfall.

Typically, rainfall intensities are determined from Intensity-Duration-Frequency curves (IDF curves) or Depth-Duration-Frequency curves (DDF curves). These are plots of rainfall intensity (or depth) verses duration of event rainfall. The runoff coefficient C varies with the type of development proposed for the site. As the impervious area increases, the runoff coefficient will increase.

Figure 1




**STORMWATER PIPING**

Minor storm networks shall be designed for 1:5 year 1 hour events, while major storm networks without stormwater detention shall be designed for 1:100 year 1 hour events. The minor systems consist of drainage works that transport flows from a catchment during minor rainstorms. The major systems consist of drainage routes that transport flow during major storm events.

**STORMWATER DETENTION SYSTEMS**

Stormwater detention systems shall be designed such to minimize runoff during small rainfall events, and shall have capacity to store surcharge water due to peak runoff restrictions as stated above. Stormwater detention systems shall be designed for 1:100 year 24 hour events.

**Wet Ponds**

Wet detention ponds are stormwater control structures designed to retain and treat the contaminated stormwater runoff. Although there are several different versions of the wet pond design, the most common design is the extended detention wet pond where adequate storage is provided above the permanent pool in order to detain storm water runoff and provide settling. Runoff from each rain event is detained and treated in the pond until it is displaced by runoff from the next storm. Sedimentation processes remove particulates, organic matter and metals, while nutrients are removed through biological uptake

***Design Guidelines for Wet Ponds***

| | |
|---|---|
| Minimum drainage area | 5 hectares |
| Runoff detention time | < 24 hours |
| Side slopes above permanent pool | 4:1 to 5:1. |
| Side slopes in permanent pool | 5:1 to 7:1 |
| Length to width ratio | 4:1 to 5:1 |

**Dry Ponds**

Generally, dry ponds should be implemented if wet ponds cannot be implemented due to site or planning constraints. The design guidelines for dry ponds are presented below.

***Design Guidelines for Dry Ponds***

| | |
|---|---|
| Minimum drainage area | 5 hectares |
| Runoff detention time | up to 48 hours |
| Side slopes | 4:1 to 5:1 |
| Length to width ratio | 3:1 to 5:1 |

Dry ponds may be used for Municipal Reserve at City's discretion, only if detention time is less than 24 hours.

**Other Storage Methods**

The developer may propose alternate storage methods to the City of Humboldt. Approval of the proposed storage method will depend on if it meets standard engineering practices and is located in such a location that it is accessible for maintenance.

## GAS, POWER, TELEPHONE SERVICES AND STREET LIGHT INSTALLATION

Installing gas, power, street light, telephone and television cable services shall be arranged between the Developer and the respective utility/service companies. The Developer shall pay costs for these services. The City shall approve the utility design and locations.

**CITY OF HUMBOLDT REPORT**

| | |
|---|---|
| **TITLE:** | Accessibility Stall Request - 239 Main Street |
| **PREPARED BY:** | Peter Bergquist, P.Tech.; Public Works and Utilities Director |
| **REVIEWED BY:** | Joe Day, City Manager |
| **PREPARED FOR:** | Executive Committee |
| **DATE:** | November 10, 2025 |

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**RECOMMENDATION**

That committee approves staff to prepare the necessary bylaw amendment documents to permit the installation of an accessibility sign at 239 Main Street.

**BACKGROUND**

Under Traffic Bylaw No. 05/2016, certain signage installations within the city require a bylaw amendment. Accessible parking stalls are specifically referenced in Schedule "D" pursuant to Section 5.13(f) of the bylaw.

**CURRENT SITUATION**

- Location: 239 Main Street – Good Neighbour Store
- A formal request was submitted to install an accessible parking stall in front of the Good Neighbour Store.
- City staff have reviewed the location and support the installation based on the patrons that may frequent the establishment.
- The proposed sign would be placed near the front entrance of the store. The requesters agree with the location.
- Patrons will have access to a nearby wheelchair ramp at the intersection. Additionally, when not in use, the stall will contribute to improved sightlines for motorists coming from the west along 3rd Ave tuning onto Main Street.

**OPTIONS**

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

**ATTACHMENTS**
Proposed Bylaw Amendment

Proposed accessibility stall (In Blue):


**COMMUNCATION AND ENGAGEMENT**
The Good Neighbour Store management will be informed of Council's decision. Upon approval, city staff will proceed with sign installation.

**FINANCIAL IMPLICATION**
Costs associated with the sign installation will be covered by the Public Works Street Signs budget.

**CONCLUSION**
The proposed accessibility sign is a supported and practical enhancement for patrons accessing this establishment.

# CITY OF HUMBOLDT

## BYLAW NO. XX/2025

### A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO TRAFFIC BYLAW NO. 05/2016

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

1. That Schedule "D" Pursuant to Section 5.13(f) be deleted and the attached Schedule "D" be inserted thereon.
2. This Bylaw shall come into full force and take effect immediately on the final passing thereof.

_____ _____

Mayor: Rob Muench City Clerk: Lori Yaworski

INTRODUCED and read a first time this 24th day of November 2025.

READ a second time this 24th day of November 2025.

READ a third and final time this this 24th day of November 2025.

## SCHEDULE "D"

Pursuant to Section 5.13(f) of Bylaw No.05/2016, City of Humboldt.

**Disabled Person's Vehicle Parking:**

a) At the Humboldt Uniplex, located on Municipal Reserve (MR4), Plan No. 68H08852, as so designated by signs.

b) The first vehicle stall on the north side of 6th Avenue from the intersection of 6th Avenue and Main Street as so designated by signs.

c) 7th Avenue south side commencing at the east boundary of the north-south lane in Block 1, Plan EM thence eastward a distance of 7.62 meters as so designated by signs.

d) The first vehicle stall on the north side of 6th Avenue in front of the Humboldt Seniors Club located on Lots 28 to 30, Block 3, Plan EM as so designated by signs.

e) The first vehicle stall on the north side of 5th Avenue at the Post Office located on Block A, Plan AK2320 as so designated by signs.

f) The first vehicle stall on the south side of 6th Avenue at the Humboldt Alliance Church located on Lot 12, Block 16, Plan 99H01872 as so designated by signs.

g) At the school located on part of the SW¼ 29-37-22-W2M, Plan G112 along 7th Street, by the north west entrance, the two stalls south of the door adjacent to the building as so designated by signs.

h) The first vehicle stall on the south side of 2nd Avenue west of the crosswalk area at St. Dominic School as so designated by signs.

i) The first vehicle stall on the west side of Main Street located immediately north of Shoppers Drug Mart located at 627 Main Street known as Lot 32, Block 2, Plan 99H01872 as so designated by signs.

j) A vehicle stall located in front of 531 Main Street known as Pharmasave as so designated by signs.

k) A vehicle stall located in front of 521 7th Street known as the Humboldt Therapy Centre as so designated by signs.

l) A vehicle stall located in front of 239 Main Street known as The Good Neighbour Store as so designated by signs.