



**City of Humboldt**  
**November 24, 2025 - Regular Council Meeting - 05:30 PM**

- 1 **Call To Order**
- 2 **Land Acknowledgement**
- 3 **Adopt Agenda**
  - 3.1 Conflict of Interest
- 4 **Public Acknowledgement**
- 5 **Public Hearing - Discretionary Use Application**
  - 5.1 Suspend Council Meeting
  - 5.2 Recommendation - Director of Corporate Services/City Clerk -Public Hearing - Automotive Sales
    - 📎 Report - Discretionary Use - Automotive Sales at Existing Residential Unit
  - 5.3 Recommendation - Director of Corporate Services/City Clerk- Public Hearing - Construction Trade Busines - 107 Main Street
    - 📎 Report- Discretionary Use - Construction Trade - 107 Main Street
  - 5.4 Resume Meeting
- 6 **Approve Minutes**
  - 6.1 Regular Meeting of Council held October 27, 2025
    - 📎 Minutes of the Regular Meeting of Council held October 27, 2025
  - 6.2 Special Meeting of Council held November 10, 2025
    - 📎 Minutes of the Special Meeting of Council held November 10, 2025
- 7 **Delegations**
  - 7.1 Delegation- Walnut Grove Developments
    - 📎 Subdivision submission 2008
    - 📎 Maps
    - 📎 Serving Agreement
- 8 **Correspondence**
  - 8.1 "A" Items Requiring Council Resolution
  - 8.2 "B" Items Received for Information Only
- 9 **Committee Reports**
  - 9.1 Executive Committee Meeting held November 10, 2025
    - 📎 Minutes of the Executive Committee Meeting held November 10, 2025
  - 9.2 Reid-Thompson Public Library

📎 Minutes of the Reid-Thompson Public Library September 9, 2025

📎 Minutes of the Reid Thompson Public Library October 21, 2025

## 10 Bylaws

## 11 New Business

11.1 Recommendation - Director of Protective Services/Fire Chief - Community Safety Officer Vehicle Replacement

📎 Report - Community Safety Officer Vehicle Replacement

11.2 Recommendation- Community Development Coordinator- Discretionary Use - Construction Trades - 107 Main Street

📎 Report - Discretionary Use - Construction Trades - 107 Main Street

11.3 Recommendation -Community Development Officer - Discretionary Use - Automotive Sales at Existing Residential Unit

📎 Report - Automotive Sales at Existing Residential Unit

11.4 Recommendation - Director of Cultural Services - Permanent Art Collection

📎 Report- Permanent Art Collection

11.5 Recommendation - Marketing & Development Manager - North Ridge Development Corp. Concept Plan

📎 Report - North Ridge Development Corp. Concept Plan

11.6 Recommendation - Director of Community and Leisure Services - Ice Resurfacer Fleet Replacement

📎 Report - Ice Resurfacer Fleet Replacement

11.7 Recommendation - Director of Public Works - Design Standard Manual Update

📎 Report - Design Standards Manual Update

11.8 Recommendation - Director of Community & Leisure Services - Community Gathering Place Roof Replacement

📎 Report - Community Gathering Place Roof Replacement

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

📎 Report - Accessibility Stall Request - 239 Main Street

11.10 Recommendation - Marketing & Development Manager - Subdivision Request- Proposed Block 17, Lot 48

📎 Report - Subdivision Request- Proposed Block 17, Lot 48

11.11 Recommendation- Marketing and Development Manager- Blue Stone Builders Group, Concept Plan  
BN

📎 Report - Blue Stone Builders Group, Concept Plan

11.12 Recommendation - Community Development Coordinator- Street Naming-Keystone Place (Bluestone Development)

📎 Report- Street Naming-Keystone Place (Bluestone Development)

## 12 Enquiries

## 14 Adjourn



**CITY OF HUMBOLDT REPORT**

**TITLE:** Public Hearing – Discretionary Use – Automotive Sales at Existing Residential Unit (10560 8<sup>th</sup> Ave.)

**PREPARED BY:** Lori Yaworski, Director of Corporate Service/City Clerk

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

**PREPARED FOR:** City Council

**DATE:** November 24, 2025

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**RECOMMENDATION**

That this report be accepted for information and filed.

**BACKGROUND**

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

**CURRENT SITUATION**

The City received a discretionary use application to allow an existing non-conforming residential use to continue for 5 year term on a site with an Automotive Sales business 105680 8<sup>th</sup> Ave. Public notice was posted at City Hall and on the City’s web site for ten clear days prior to the Regular Council meeting on November 24<sup>th</sup>, 2025, at which Council will consider the matter. Those wishing to submit written comments on this matter must have made their submission to the City Clerk by noon on Thursday, November 20<sup>th</sup>, 2025, to allow for inclusion in the agenda package.

**FINANCIAL IMPLICATION**

There is no anticipated financial impact of the recommended action.

**CONCLUSION**

The City Clerk did not receive any written submissions by the deadline as a part of the public hearing.



## CITY OF HUMBOLDT REPORT

**TITLE:** Public Hearing – Discretionary Use – Construction Trade (107 Main Street)

**PREPARED BY:** Lori Yaworski, Director of Corporate Service/City Clerk

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

**PREPARED FOR:** City Council

**DATE:** November 24, 2025

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### RECOMMENDATION

That this report be accepted for information and filed.

### BACKGROUND

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

### CURRENT SITUATION

The City received a discretionary use application to operate a Construction Trade business at 107 Main Street. Public notice was posted at City Hall and on the City’s web site for ten clear days prior to the Regular Council meeting on November 24th, 2025, at which Council will consider the matter. Those wishing to submit written comments on this matter must have made their submission to the City Clerk by noon on Thursday, November 20th, 2025, to allow for inclusion in the agenda package.

### FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

### CONCLUSION

The City Clerk did not receive any written submissions by the deadline as a part of the public hearing.



**City of Humboldt  
Meeting Minutes  
Regular Meeting of Council October 27, 2025 - 05:30 PM**

- PRESENT: Mayor Rob Muench  
 Councillor Larry Jorgenson  
 Councillor Roger Korte  
 Councillor Sarah McInnis  
 Councillor Dave Rowe  
 Councillor Marilyn Scott  
 Councillor Karen Siermachesky  
 City Manager Joe Day  
 Director of Corporate Service/City Clerk Lori Yaworski  
 Director of Protective Services Mike Kwasnica  
 Director of Public Works Peter Bergquist  
 Director of Community and Leisure Service Mike Ulriksen  
 Director of Cultural Services Jennifer Fitzpatrick  
 Marketing and Development Manager Jarrett Delbridge

**1 Call To Order**

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

**2 Land Acknowledgement**

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

**3 Adopt Agenda**

**Resolution:** 2025.333

**Moved By:** Councillor Sarah McInnis

**Seconded By:** Councillor Marilyn Scott

That the agenda be adopted as presented.

**CARRIED**

**3.1 Conflict of Interest**

**4 Public Acknowledgement**

Councillor Siermachesky expressed appreciation to the Filipino community for their efforts in raking leaves at Civic Park over the weekend..

Councillor Rowe recognized HCI student Jay Blackshaw for being selected to join

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Mayor - Rob Muench

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City Clerk - Lori Yaworski

the Provincial Youth Co-Design Team

Mayor Muench congratulated the City of Humboldt's Department of Cultural Services, Indigenous Heritage Circle and Heritage Sask on receiving the Governor's Award from the National Trust of Canada for exemplary leadership in heritage preservation.

**5 Public Hearing**

**6 Approve Minutes**

**6.1 Regular Meeting of Council held September 22, 2025**

**Resolution:** 2025.334

**Moved By:** Councillor Karen Siermachesky

**Seconded By:** Councillor Roger Korte

That the Minutes of the Regular Meeting of Council held September 22, 2025, be approved as presented.

**CARRIED**

**6.2 Special Meeting of Council held September 29, 2025**

**Resolution:** 2025.335

**Moved By:** Councillor Sarah McInnis

**Seconded By:** Councillor Dave Rowe

That the Minutes of the Special Meeting of Council held September 29, 2025, be approved as recorded and circulated.

**CARRIED**

**7 Delegations**

**7.1 Delegation - Preferred Choice Development Strategists - James Leier**

**Resolution:** 2025.336

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Dave Rowe

That this presentation be accepted for information and filed.

**CARRIED**

**8 Correspondence**

**8.1 "A" Items Requiring Council Resolution**

**8.1.1 Humboldt Community Gathering Place Inc.**

**Resolution:** 2025.337

**Moved By:** Councillor Marilyn Scott

**Seconded By:** Councillor Roger Korte

That Council refer the item to administration for further information.

**CARRIED**

**8.2 Humboldt Golf Club**

**Resolution:** 2025.338

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Roger Korte

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Mayor - Rob Muench

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City Clerk - Lori Yaworski

That the City of Humboldt authorizes the Humboldt Golf Club to proceed with a short-term loan of \$100,000.

**CARRIED**

**8.3 "B" Items Received for Information Only**

**9 Committee Reports**

**9.1 Executive Committee Meeting held October 14, 2025**

**Resolution:** 2025.339

**Moved By:** Councillor Karen Siermachesky

**Seconded By:** Councillor Dave Rowe

That the Minutes of the Executive Committee Meeting held October 14, 2025, be approved as recorded and circulated.

**CARRIED**

**9.2 Humboldt & District Museum & Gallery Board meeting held September 11, 2025**

**Resolution:** 2025.340

**Moved By:** Mayor Rob Muench

**Seconded By:** Councillor Karen Siermachesky

That the Minutes of the Humboldt and District Museum and Gallery Board Meeting held September 11, 2025, be approved as recorded and circulated.

**CARRIED**

**10 Bylaws**

**11 New Business**

**11.1 Recommendation- Director of Cultural Services - Water Tower Provincial Designation**

**Resolution:** 2025.341

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Marilyn Scott

That Council approve the Municipal Heritage Advisory Committee's recommendation to nominate the Humboldt Water Tower for designation as a Provincial Heritage Property.

**CARRIED**

**11.2 Recommendation- Manager of Development and Marketing - North Ridge Second Phase Street Naming**

**Resolution:** 2025.342

**Moved By:** Councillor Sarah McInnis

**Seconded By:** Councillor Roger Korte

That "Birch Bay" be approved for use by North Ridge Developments in its next phase of development.

**CARRIED**

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Mayor - Rob Muench

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City Clerk - Lori Yaworski

**11.3 Recommendation - Director of Community and Leisure Services - Leisure Access Policy 10490**

**Resolution:** 2025.343

**Moved By:** Councillor Sarah McInnis

**Seconded By:** Councillor Larry Jorgenson

That the revised Leisure Access Policy 10490 be approved, replacing the existing City-administered leisure access program with a partnership model delivered in collaboration with community social service organizations.

**CARRIED**

**11.4 Recommendation - Director of Community and Leisure Services - SPRA Grant Partnership Request - Prairie Sky Trails Association**

**Resolution:** 2025.344

**Moved By:** Councillor Dave Rowe

**Seconded By:** Councillor Karen Siermachesky

That the City of Humboldt partner with the Prairie Sky Trails Association in their application to the Saskatchewan Parks and Recreation Association’s Regional Recreation Practitioner Grant Program as one of the two required municipal partners, and that provided that the application is successful, the City of Humboldt commit to \$5,000 per year for each of the two years of the program.

**CARRIED**

**12 Enquiries**

Councillor McInnis inquired about the status of a fee model for RM residents using City recreation facilities. The Director of Community and Leisure Services reported ongoing discussions and initiatives among Saskatchewan Recreation Director members.

Councillor Rowe shared the concerns of a resident regarding the use of the north end of Peck Road that is barricaded. The Director of Public Works responded that area of Peck Road is currently under construction, and the gravel will be placed later to prevent dust control issues for the residents backing that road.

**13 Committee of the Whole**

**Resolution:** 2025.345

**Moved By:** Councillor Roger Korte

**Seconded By:** Councillor Sarah McInnis

That we sit in a private session as Committee of the Whole, the time being 6:16 p.m.

**CARRIED**

**13.1 Authority**

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

**13.2 Present in the Committee of the Whole**

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Clerk Lori Yaworski, Director of Protective Services Mike Kwasnica, Director of Public Works Peter Bergquist, Marketing and Development Manager Jarrett Delbridge.

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Mayor - Rob Muench

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City Clerk - Lori Yaworski

**13.3 Delegation - RM of Leroy - Reeve Calvin Buhs and Administrator Donna Tymiak**

That the presentation by the RM of Leroy representative Reeve Calvin Buhs and Administrator Donna Tymiak be accepted for information.

**13.4 Manager of Development and Marketing - Land Negotiations**

**13.5 Revert**

**Resolution:** 2025.346

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Marilyn Scott

That Council revert to the Regular Meeting, the time being 7:00 pm.

**CARRIED**

**13.6 Recommendation - RM of Leroy**

**Resolution:** 2025.347

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Karen Siermachesky

That the presentation by the RM of Leroy representative Reeve Calvin Buhs and Administrator Donna Tymiak be accepted for information.

**CARRIED**

**13.7 Recommendation - Manager of Development and Marketing - Land Negotiations**

**Resolution:** 2025.348

**Moved By:** Councillor Roger Korte

**Seconded By:** Councillor Dave Rowe

That Administration proceed with the purchase of the property as outlined in this report.

**CARRIED**

**14 Adjourn**

**Resolution:** 2025.349

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Dave Rowe

That we do now adjourn, the time being 7:01 p.m.

**CARRIED**

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Mayor - Rob Muench

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City Clerk - Lori Yaworski



**City of Humboldt**

**Meeting Minutes**

**Special Council Meeting November 10, 2025 - 05:30 PM**

- PRESENT:
- Mayor Rob Muench
  - Councillor Larry Jorgenson
  - Councillor Roger Korte
  - Councillor Dave Rowe
  - Councillor Marilyn Scott
  - Councillor Karen Siermachesky
  - City Manager Joe Day
  - Director of Corporate Services/City Clerk Lori Yaworski
  - City Controller Jace Porten
  - Director of Cultural Services Jennifer Fitzpatrick
  - Director of Community and Leisure Services Mike Ulriksen
  - Director of Protective Services/Fire Chief Mike Kwasnica
  - Director of Public Works Peter Bergquist
  - Marketing and Development Manager Jarrett Delbridge
  - Municipal Engineer Daniel Bernhard
  - Marketing and Communication Coordinator Angie Rolheiser

**1 Call To Order**

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

**2 Land Acknowledgement**

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

**Resolution:** 3  
2025.350

**Adopt Agenda**

**Moved By:** Councillor Karen Siermachesky

**Seconded By:** Councillor Dave Rowe

That the agenda be adopted as presented.

**CARRIED**

**3.1 Conflict of Interest**

**4 New Business**

**Resolution:** 4.1 **Recommendation - Director of Corporate Services/City Clerk - Street Blockade Request**  
2025.351

**Moved By:** Councillor Marilyn Scott

**Seconded By:** Councillor Karen Siermachesky

That the requested street blockade in the downtown from 5:00 to 9:00pm for a special event on November 20th, 2025, be approved as attached.

**CARRIED**

**Resolution:** 5  
2025.352

**Adjourn**

**Moved By:** Councillor Larry Jorgenson

**Seconded By:** Councillor Dave Rowe

That we do now adjourn, the time being 5:32 p.m.

**CARRIED**

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Mayor - Rob Muench

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City Clerk - Lori Yaworski

Nov 19,2025

Hello council. This package is just for information purposes to show City council that back on Oct 22,2008 is the first time we submitted Subdivision proposal to the city of Humboldt. The city at the time had given us the to go ahead to do engineering and survey for subdivision purposes. At the last minute it was cancelled due to city stating they had lift station issues. To date we have not been reimbursed for our cost and potential loss of income.

Regards

Jaz Boparai

Walnut Grove Dev.



# Royalty Heights Humboldt Preliminary Design Plan

## Legend

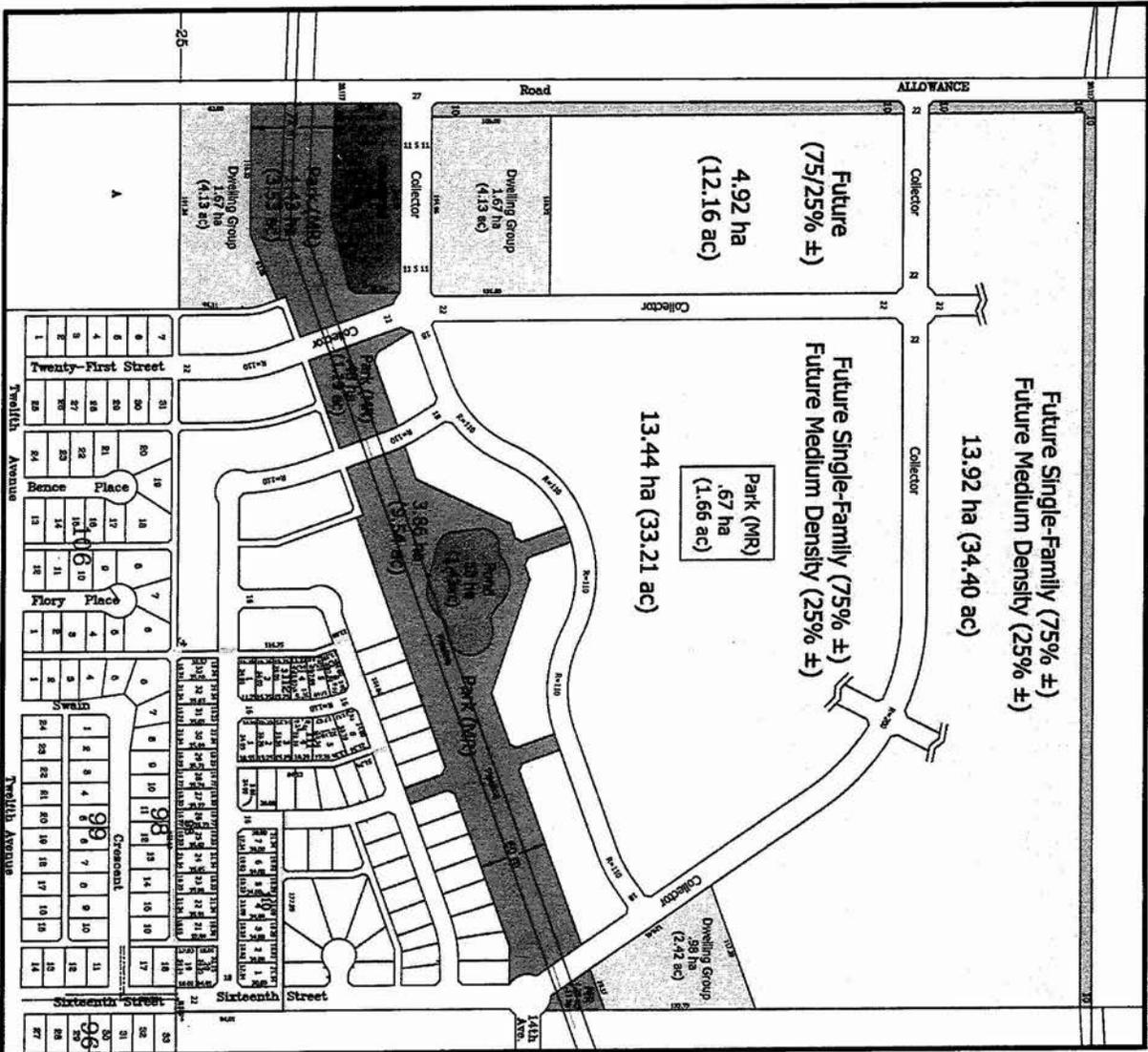
- Single-Family
- Dwelling Group (Medium Density)
- Commercial
- Municipal Reserve
- Municipal Buffer
- Median (Centre of Roadway)
- Phase I Boundary

## Preliminary Calculations

Total Area of Project.....65.54 ha (161.95 ac)  
 Required Municipal Reserve.....6.55 ha (16.18 ac)  
 Phase I (as shown).....8.15 ha (20.14 ac)  
 Phase I - 74 Single-Family Lots

Designed by:

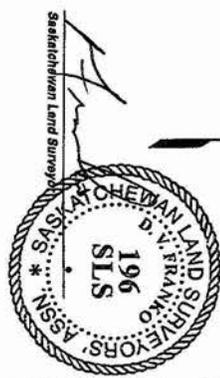
DharmaDesign  
 P.O. Box 8513  
 Saskatoon, Sk.  
 S7K 6K6  
 (306)229-1349



October 7, 2008

**WALNUT GROVE**  
 Plan Showing Proposed  
 Surface Subdivision  
 of Part of  
 N.W. 1/4 Sec. 30 Twp. 37 Rge. 22 W2Mer.  
 Humboldt, Saskatchewan.  
 By: D.V. Frenko S.L.S.  
 October 2008 Scale 1:4000

- Measurements are in metres and decimetres, nearest.
- To convert to feet, divide metres by 0.3048
- (eg. 34.0 m / 0.3048 = 111.55 ft.)
- Area to be subdivided is outlined in a bold dotted line and contains 8305 ha. (8305 acres)
- Date of preliminary survey Aug. 22 - Sept. 19, 2008.



Owner / Agent





## CATTERALL & WRIGHT

CONSULTING ENGINEERS

1221 – 8<sup>th</sup> STREET EAST, SASKATOON, SASKATCHEWAN S7H 0S5  
TEL: (306) 343-7280 FAX: (306) 956-3199

July 21, 2008

Jas Boparai  
Royalty Heights  
Humboldt, Saskatchewan S0K 2A0

Dear Mr. Boparai,

Re: Residential Subdivision Development and Servicing – NW Section 30 north of Humboldt Design, Tendering, Contract Administration and Construction Supervision Services

Further to our earlier discussions, we are pleased to provide the following outline of our company and Consulting Engineering Services which we offer to you.

### HISTORY OF FIRM AND PRESENT ORGANIZATION

Catterall & Wright Limited was established in 1965 in Saskatoon by F. W. Catterall, P.Eng. and D. W. B. Wright, P.Eng. to offer engineering services to municipalities, land developers, government agencies, and industries in Saskatchewan. A company re-organization in 1995 had Alan O. Mickelson, P.Eng., N. Lyle McLeod, P.Eng., and William J. (Bill) Wright, P.Eng. become partners in Catterall & Wright. F. W. Catterall and D. W. B. Wright are still active for project specific consulting. The company's only office is located in Saskatoon.

### STAFF

The company employs an average of 14 people, including 8 engineers. The principals each have 28 to 31 years of experience in civil engineering.

### KEY PERSONNEL

William (Bill) J. Wright, P.Eng.  
Alan O. Mickelson, P.Eng.  
N. Lyle McLeod, P.Eng.

## PRINCIPAL FIELDS OF ACTIVITY

### Engineering Design and Construction Services

- Civil engineering projects
- Municipal engineering, subdivision development, industrial and commercial properties.
- Roads, sidewalks and drainage
- Water supply, treatment, storage and distribution
- Sewage and industrial waste collection and treatment
- Rural water distribution systems
- Infrastructure evaluation
- Refuse collection and disposal

## DESCRIPTION OF SERVICES

Complete engineering services including planning, feasibility studies, detailed equipment and construction specifications, purchasing, construction inspections and supervision, contract administration, and project management. Survey capabilities include level, transit, total station and GPS equipment. Geotechnical and electrical specialties are sub-consulted to companies that we have worked with for many years.

The company has seven computer work stations, providing computer drafting in AutoCad (2008), computerized earthwork site design and analysis, and software for the analysis of storm water management and water distribution systems. Plotting and printing capabilities include colour injet plotting to 914mm width, blackline plotting to 914mm width and blueprinting.

## KEY PERSONNEL

- Lyle McLeod, P.Eng., a partner in the company, has 32 years of related experience. Mr. McLeod does structural design and pumping systems as required for land development.
- Alan Mickelson, P.Eng., a partner in the company, has 30 years of experience in this type of design and construction.
- Bill Wright, P.Eng., a partner in the company, has 28 years of experience in this type of design and construction.

## RELATED EXPERIENCE

Catterall & Wright has been involved with numerous projects of a similar nature in the Province of Saskatchewan since the company's inception in 1965. We have worked on numerous rural and acreage subdivisions in Towns and Rural Municipalities throughout the province.

## PROJECT OBJECTIVES

Design and servicing of a residential subdivision development on the north edge of the City of Humboldt (NW30) will include design of water lines, sewer mains, lot services, roads and drainage. Tendering of the sewer and water, roads & drainage can be done by Catterall & Wright.

Contract administration services during construction will include preparation of contract agreements between the developer and the contractors, preparation of progress certificates for payment to contractors during progress of the work and general engineering throughout the construction contracts.

Field services during construction generally include field layout and inspection for pipeline work and roadway and drainage structures. The amount of time required and the associated cost is dependent upon a number of conditions, including the contractor involved and the weather.

## FEE SCHEDULE

We propose to invoice the subdivision concepts, topographic surveys, pre-design and feasibility engineering of this project on an hourly basis.

Design, tendering and contract administration fees for water supply and distribution, wastewater collection and disposal systems and roadways will be invoiced on a percentage basis of the value of construction at the following rates:

- Design -5%
- Tendering – 1%
- Contract Administration – 1.5%

Site meetings and field services during construction in 2008 will be invoiced on a time and expenses basis at the following rates:

- Senior engineer \$120.00/hr
- Junior engineer \$85.00/hr
- Engineering technologist \$75.00/hr
- AutoCad drafting \$75.00/hr
- Clerical \$40.00/hr
- 2-Man total station survey team \$110.00/hr
- 1-Man GPS survey team \$160.00/hr
- Vehicles \$0.60/km

GST and PST will be added to the fees, as required. PST is applicable to 30% of design and tendering services.

A typical total cost of engineering for water and sewer and road construction projects is approximately 12-15% of the cost of construction, depending on the contractor's productivity, weather conditions, etc.

Not included in our proposal are legal surveys and geotechnical investigations.

## SUMMARY

Catterall & Wright is a Saskatoon consulting company practicing in Saskatchewan. We pride ourselves on the continuity of our personnel and a structure that assures our clients of personal attention to project details. We are a team orientated firm that has a solid track record of successful projects in the Province of Saskatchewan.

We trust that we have provided sufficient information for your consideration. We are willing to discuss this proposal in more detail if you wish. We are interested in working with you on this exciting project for the Humboldt area.

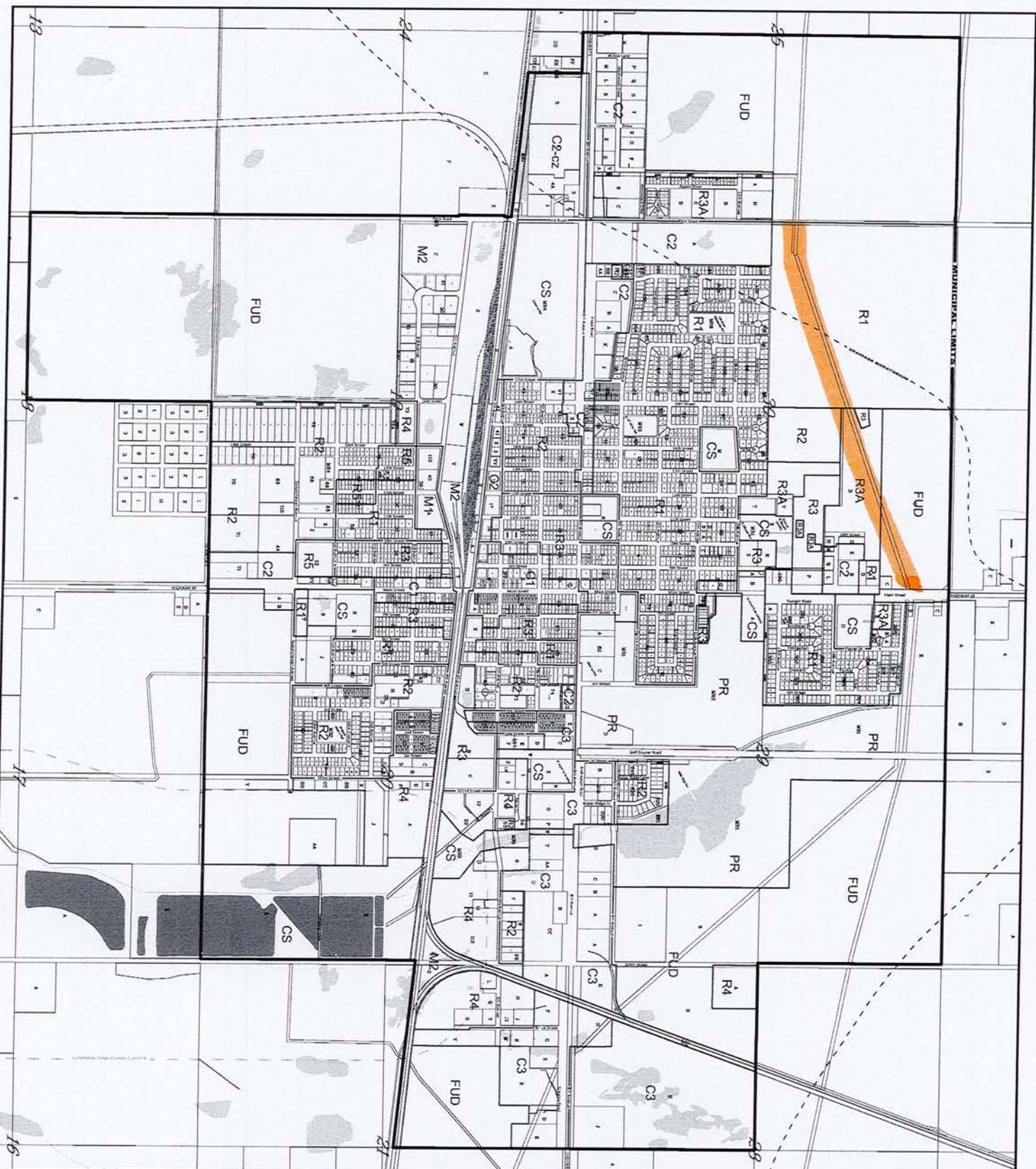
I note that Royalty Heights is the community development in PEI. What is the name of your company that will be operating in Saskatchewan?

Yours truly,

**CATTERALL & WRIGHT**

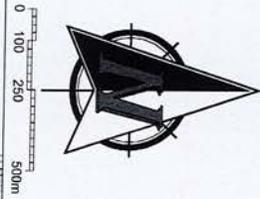
Per:

Bill Wright, P.Eng.



# Humboldt

**ZONING MAP**  
 BYLAW NO. 04/2016  
 Last Amended BYLAW NO. 17/2017  
 November 14th, 2017



## LEGEND

- MUNICIPAL LIMITS
- ZONING DISTRICTS
- UTILITY EASEMENT
- DRAINAGE OPERATORIUM
- LAGOON ISOLATION LIMITS
- RAIL ROAD
- SECTION NUMBERS  
BLOCK NUMBERS  
LOT NUMBERS
- SURFACE WATER
- WASTE WATER TREATMENT

## ZONING DISTRICTS

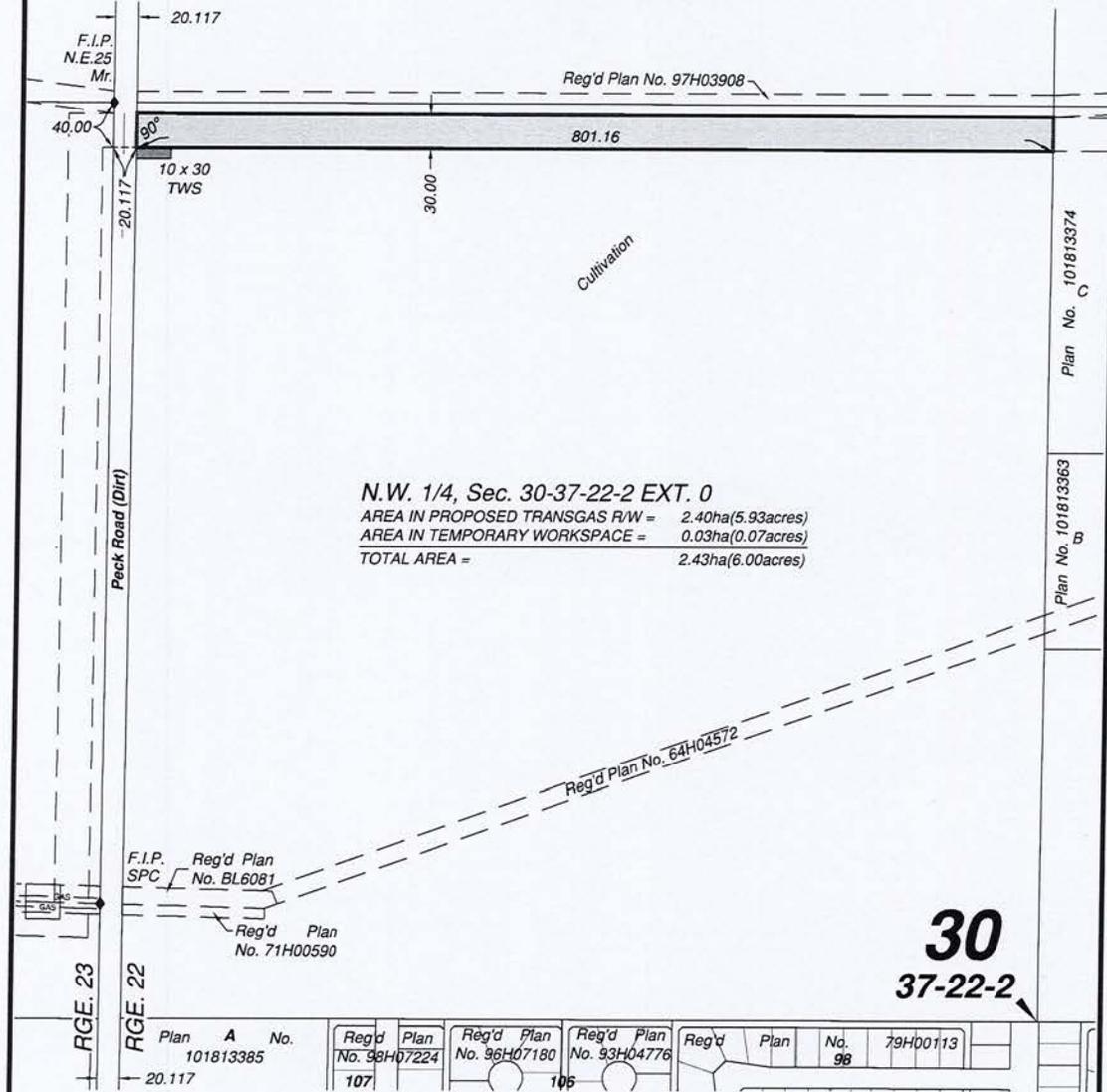
- R1 LOW DENSITY RESIDENTIAL
- R2 MEDIUM DENSITY RESIDENTIAL
- R3 CORE MIXED RESIDENTIAL
- R3A SMALL LOT RESIDENTIAL
- R4 ACRESIDE RESIDENTIAL
- R5 MANUFACTURED HOME RESIDENTIAL
- C1 CORE MIXED USE COMMERCIAL
- C2 MEDIUM DENSITY COMMERCIAL
- C3 COMMERCIAL / INDUSTRIAL MIXED USE
- M1 LIGHT INDUSTRIAL
- M2 HEAVY INDUSTRIAL
- CS COMMUNITY SERVICE / INSTITUTIONAL
- PR PARKS AND RECREATION
- FUD FUTURE URBAN DEVELOPMENT

NOTE: This drawing is provided for informational purposes only and should not be used for legal, engineering, surveying, or other professional purposes. Humboldt is not responsible for its accuracy or for any errors, omissions, or inaccuracies. The City of Humboldt, its agents, employees, and/or contractors shall not be liable for any damages or losses arising from the use or misuse of the information and data contained in this drawing.

# TransGas

## INDIVIDUAL OWNERSHIP PLAN

N.W. 1/4, SEC. 30, TWP. 37, RGE. 22, W.2M. EXT. 0  
SURFACE PARCEL # 113885297



N.W. 1/4, Sec. 30-37-22-2 EXT. 0  
 AREA IN PROPOSED TRANSGAS R/W = 2.40ha(5.93acres)  
 AREA IN TEMPORARY WORKSPACE = 0.03ha(0.07acres)  
 TOTAL AREA = 2.43ha(6.00acres)

AFE No. 2019508

FILE No. HUMBOLT NPS 6 BYPASS

OWNERS: AJIT BOPARAI  
MOHINDER KAUR BOPARAI

ACCEPTED AND AGREED TO THIS

DAY OF A.D. 20

OWNER

OWNER

OCCUPANT

MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.

SURVEY MONUMENTS FOUND ARE SHOWN THUS

STANDARD IRON POSTS PLANTED SHOWN THUS

PROPOSED TRANSGAS R/W IS SHOWN THUS

TEMPORARY WORKSPACE IS SHOWN THUS

DISTANCES SHOWN ARE DERIVED FROM FIELD SURVEYS AND

ISC PARCEL MAPPING.

SCALE: 1:5000

This plan certified correct March 13, 2019.

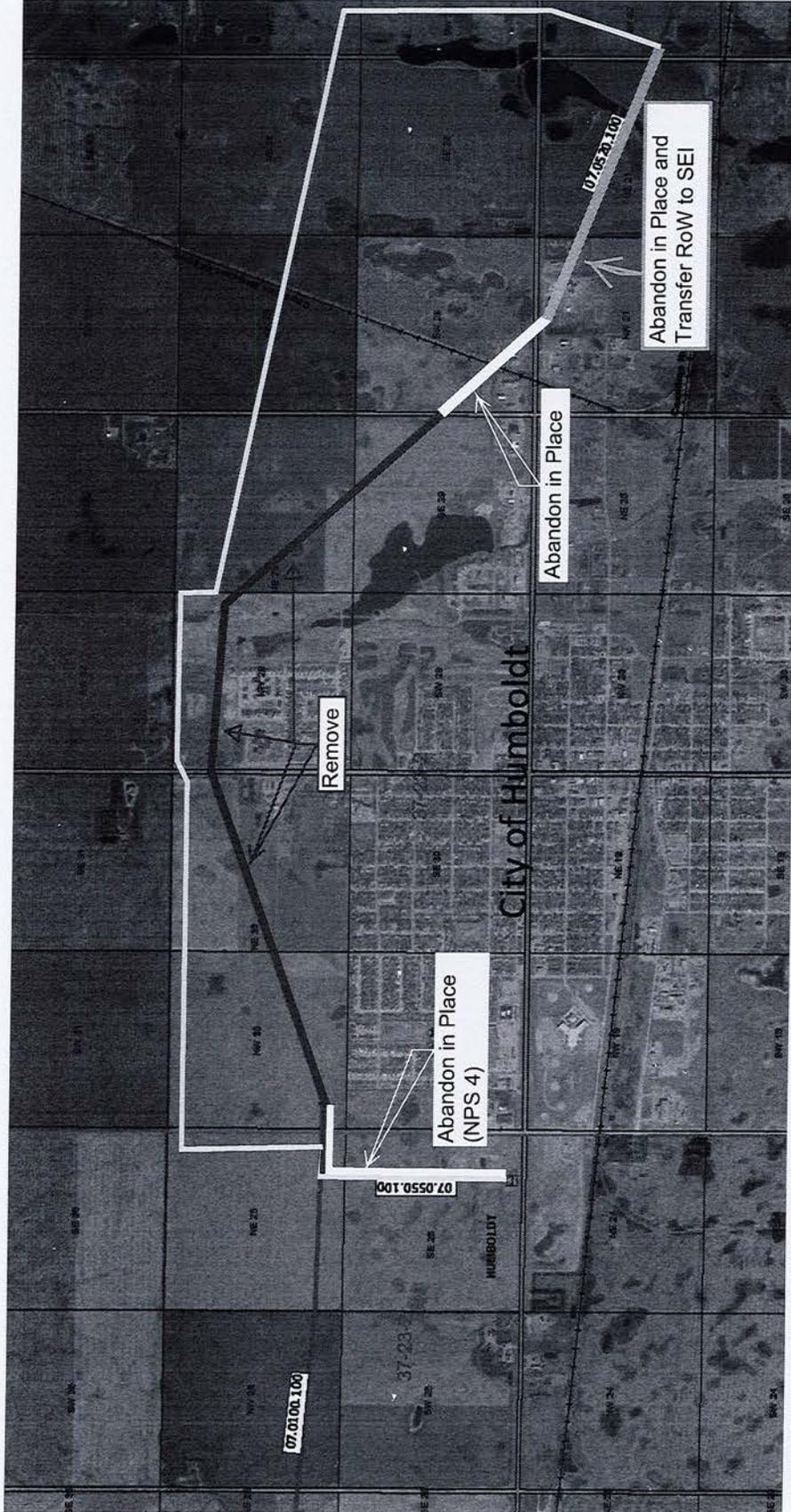
Murray Radoux, S.L.S.



REVISIONS	No.	BY/CK	DATE	DESCRIPTION

Sht No.: M19003-07-NW30.pdf  
 Drawing file: M19003-IOPS-R00.DWG  
 00  
 File No.: M19003  
 BAM/GAR

Humboldt Bypass Abandonments Details



Nov 19,2025

To: City of Humboldt Council

Hello council. This servicing agreement we had our lawyer Russ Weber prepare for us. We had numerous meetings with Manager of Development and Marketing Jarrett Delbridge regarding the cost sharing of 14<sup>th</sup> Ave road development. The percentage of the cost sharing for 14<sup>th</sup> Ave Road development was provided to by the City of Humboldt. We agreed to the numbers and the city instructed us to put in draft form so they can present it to North Ridge Developments. We forwarded the servicing agreement to the City of Humboldt on Sept 18,2025. To date we have received no formal reply back. We are asking council to approve the subdivision and instruct city staff to to work on servicing agreement subject to engineering. If council fails to approve it then we will look at all legal options going forward.

Regards

Jaz Boparai

Walnut Grove Developments

---

**Fw: Send data from MFP13859799**

---

**From** Jarrett Delbridge <jarrett.delbridge@humboldt.ca>

**Date** Wed 2025-09-10 11:49 AM

**To** jboparai@hotmail.com <jboparai@hotmail.com>

 1 attachment (426 KB)

DOC091025.pdf;

please see attached map for 16<sup>th</sup> street as discussed, i was trying to get a digital map made but no one with drafting software could get it done quickly. i will see if i can get someone to still make it for the final document presentation.

Cheers,  
**Jarrett Delbridge B.Comm.**  
**Manager of Development and Marketing**

City of Humboldt  
T: 306.682.2525 X 665  
E: [Jarrett.Delbridge@humboldt.ca](mailto:Jarrett.Delbridge@humboldt.ca)  
W: [www.humboldt.ca](http://www.humboldt.ca)

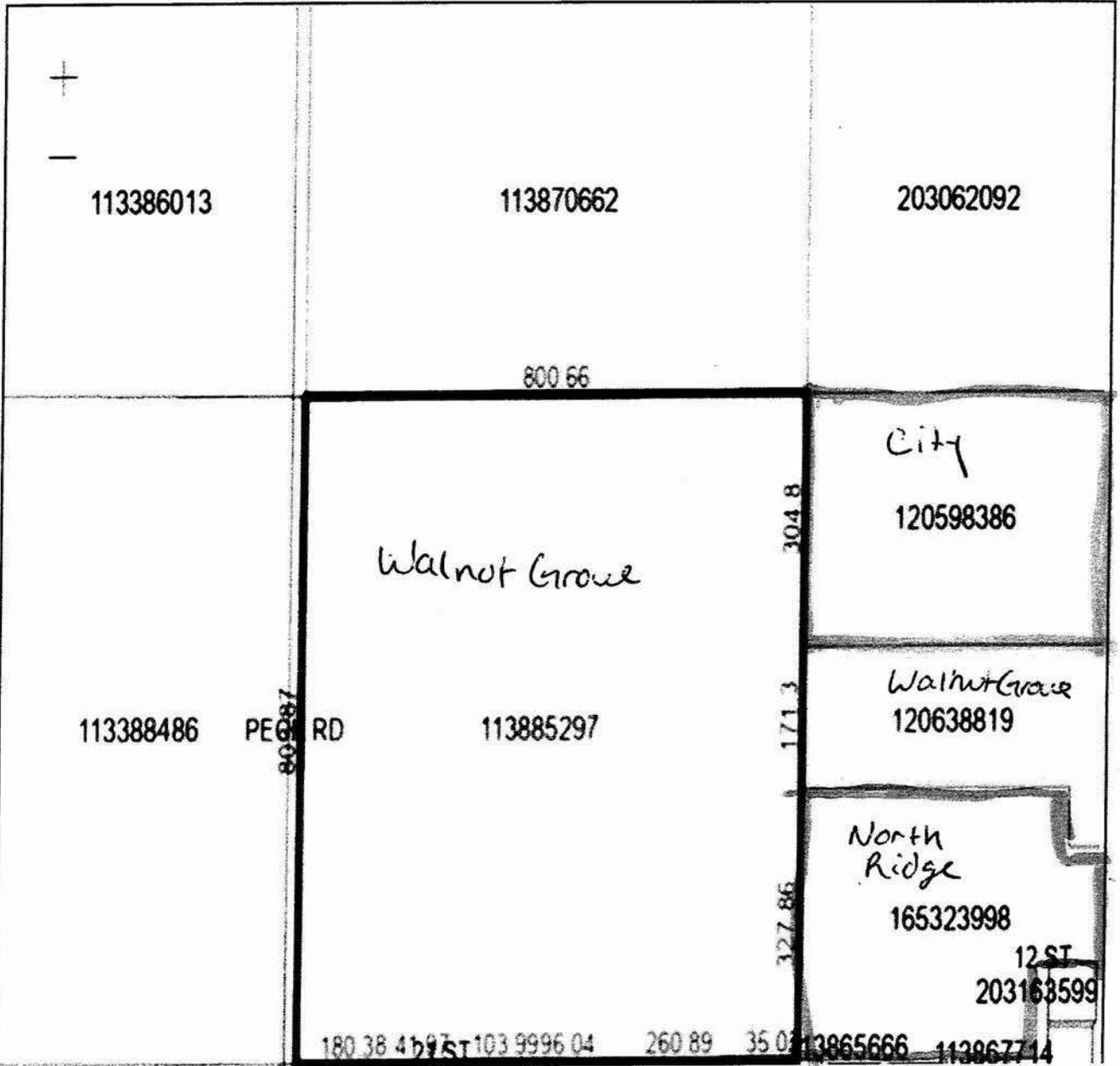


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**From:** City Hall Copier <no-reply@humboldt.ca>  
**Sent:** Wednesday, September 10, 2025 11:44 AM  
**To:** Jarrett Delbridge <jarrett.delbridge@humboldt.ca>  
**Subject:** Send data from MFP13859799

Scanned from MFP13859799  
Date:09/10/2025 11:44  
Pages:1  
Resolution:300x300 DPI

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16th Street Frontage / Road development Responsibility

City East side of 16<sup>th</sup> street 38%

Walnut Grove East side of 16<sup>th</sup> street 21.3%

North Ridge East side of 16<sup>th</sup> street 40.7%

West side of 16th street 100% Walnut Grove



Outlook

---

## Servicing Agreement

---

From Jaz Boparai <jboparai@hotmail.com>  
Date Thu 2025-09-18 12:47 PM  
To Jarrett Delbridge <jarrett.delbridge@humboldt.ca>

 1 attachment (572 KB)  
servicing agreement.pdf;

Hi Jarrett

Just forwarding the servicing agreement that we have spoken about.  
Take took and if you have any questions or clarifications needed  
please give me call at 306-231-3815.

Thank You  
Jaz Boparai  
Walnut Grove Dev.

# SERVICING AGREEMENT

**THIS AGREEMENT** made in triplicate this \_\_\_ day of \_\_\_\_\_, 2025,

**AMONG:**

The City of Humboldt  
a corporate municipality in the Province of Saskatchewan  
(hereinafter called the "City") OF THE FIRST PART,

**AND**

101148645 SASKATCHEWAN INC.  
of 500 – 616 Main Street, Saskatoon, Saskatchewan,  
a body corporate, duly incorporated and existing in the Province of Saskatchewan.  
(Hereinafter called "101148645") OF THE SECOND PART

**AND**

101126950 SASKATCHEWAN INC.  
of P.O. Box 3760, Humboldt, Saskatchewan,  
a body corporate, duly incorporated and existing in the Province of Saskatchewan.  
And carrying on business under the name WALNUT GROVE DEVELOPMENTS  
(Hereinafter called "Walnut" OF THE THIRD PART

**WHEREAS** at the time of making this agreement:

- a) The City owns the following land (hereinafter called the "City Land"):  
Block C, Plan 101813374, Ext. 19  
(Surface Parcel #120598386)
- b) 101148645 owns the following land (hereinafter called the "101148645 Land"):  
NE 30-27-22 W2, Ext. 21  
(Surface Parcel #165323998)
- c) Walnut owns or will own on execution of this agreement the following land (hereinafter called the "Walnut West Land"):  
NW 30-27-22 W2, Ext. 0  
(Surface Parcel #113885297)
- d) Walnut owns or will own on execution of this agreement the following land (hereinafter called the "Walnut East Land"):  
Blk/Par B-Plan 101813363 Ext 16  
(Surface Parcel # 120638819)
- e) The parties acknowledge that a subdivision and a land exchange agreement among them is in effect and is being carried out, the result of which may have the effect of changing the legal description of the lands set out above but will not affect the terms of this agreement.

- f) The parties wish to complete the servicing of 14<sup>th</sup> Avenue, Humboldt from Main Street (Highway #20) to 12<sup>th</sup> Street
- g) The parties wish to construct a paved roadway on 14<sup>th</sup> Avenue, Humboldt, from 12<sup>th</sup> Street to 16<sup>th</sup> Street and to construct a paved roadway at the North end of 16<sup>th</sup> Street for a distance of 804 meters North to facilitate the future development of their respective properties
- h) The parties have agreed to share the costs in proportion to the benefit received by them.

**NOW THEREFORE**, in consideration of the covenants and promises contained in this Agreement the Parties agree as follows:

**1 General Provisions**

- 1.1 Any notice to the other Party shall be sufficiently served if sent by prepaid registered mail to the aforesaid address of the other Party.
- 1.2 Municipality shall mean any person authorized to act on behalf of the Municipality including any person hired by the Municipality.
- 1.3 The terms of this Agreement, covenants, provisions and schedules shall run with the "Land" and shall be binding upon the Parties and their subsequent successors, administrators, assigns or transferees, as the case may be, unless specifically stated otherwise herein.
- 1.4 This agreement may be altered or added to with the mutual written consent of the Parties and their respective heirs, executors, administrators, successors and assignees and any alterations or additions shall be executed with the same formality as this Agreement and subsequently form part of this Agreement unless specified otherwise herein.
- 1.5 If any provision of this Agreement is found to be invalid, it is the intention of the Parties that the remainder of the agreement shall remain in full force.
- 1.6 This Agreement may be executed in any number of counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement. A signed copy of this Agreement delivered by facsimile, email or other means of electronic transmission is deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

**2. Allocation of Costs**

The cost of construction of the services and roadways shall be allocated as follows:

**2.1 14<sup>th</sup> Avenue from Main Street to 12<sup>th</sup> Street:**

Humboldt:	33%
Walnut	27%
101148645	41%

2.2 14<sup>th</sup> Avenue from 12<sup>th</sup> Street to 16<sup>th</sup> Street:

Humboldt:	one third
Walnut	one third
101148645	one third

2.3 16<sup>th</sup> Street - West half - to approximately 804 meters North of its present North end:

Walnut 100%

2.4 16<sup>th</sup> Street - East half - to approximately 804 meters North of its present North end:

Humboldt:	59.3%
101148645	40.7%

**4 Construction arrangements**

4.01 Walnut, in consultation with the other parties shall arrange for the engagement of all necessary contractors, engineering, suppliers and others as are required to carry out the work set out in this agreement.

4.02 Walnut shall endeavour to have the roadway and services in the 14<sup>th</sup> Avenue from Main Street to 12<sup>th</sup> Street completed in 2026, with the installation of the pavement completed in 2027.

4.03 The timing of the other two phases shall be on agreement among the parties.

4.04 Each invoice for the work, services and material shall be paid by the parties in their agreed proportions immediately upon receipt.

**5 Performance Provisions**

5.01 The roadways, utilities and other services shall be constructed and installed on the basis of standard municipal requirements. The roadway width shall be 18 meters. In the event the City elects to require higher levels than are standard, such as upgrading to collector or arterial standards, it shall be solely responsible for the increased costs.

**6 Arbitration Provisions**

6.1 In the case of a dispute between the Parties hereto concerning any aspect of this Agreement including whether Improvements have been satisfactorily completed, either Party shall be entitled to give the other notice of such dispute and demand arbitration thereof. Within fourteen (14) days after such notice and demand have been given, each Party shall appoint an Arbitrator who shall jointly select a third. The Parties agree that the decision of any two of the Arbitrators shall be final and binding upon the Parties. The Arbitration Act of the Province of Saskatchewan shall apply to any arbitration hereunder, and the costs of arbitration shall be apportioned equally between the Parties.

6.2 If the two Arbitrators appointed by the Parties do not agree upon a third, or a Party who has been notified of a dispute fails to appoint an Arbitrator, then the third Arbitrator, or an Arbitrator to represent the Party who fails to appoint an Arbitrator, may be appointed by a Judge of the Court of Queen's Bench at the Judicial Centre of Saskatoon upon application by either Party.

IN WITNESS WHEREOF 101126950 SASKATCHEWAN LTD. has hereunto set their seal, duly authorized by the hand of the proper signing officer in this regard, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

101126950 SASKATCHEWAN LTD.

Per: \_\_\_\_\_

IN WITNESS WHEREOF 101148645 SASKATCHEWAN LTD. has hereunto set their seal, duly authorized by the hand of the proper signing officer in this regard, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

101148645 SASKATCHEWAN LTD.

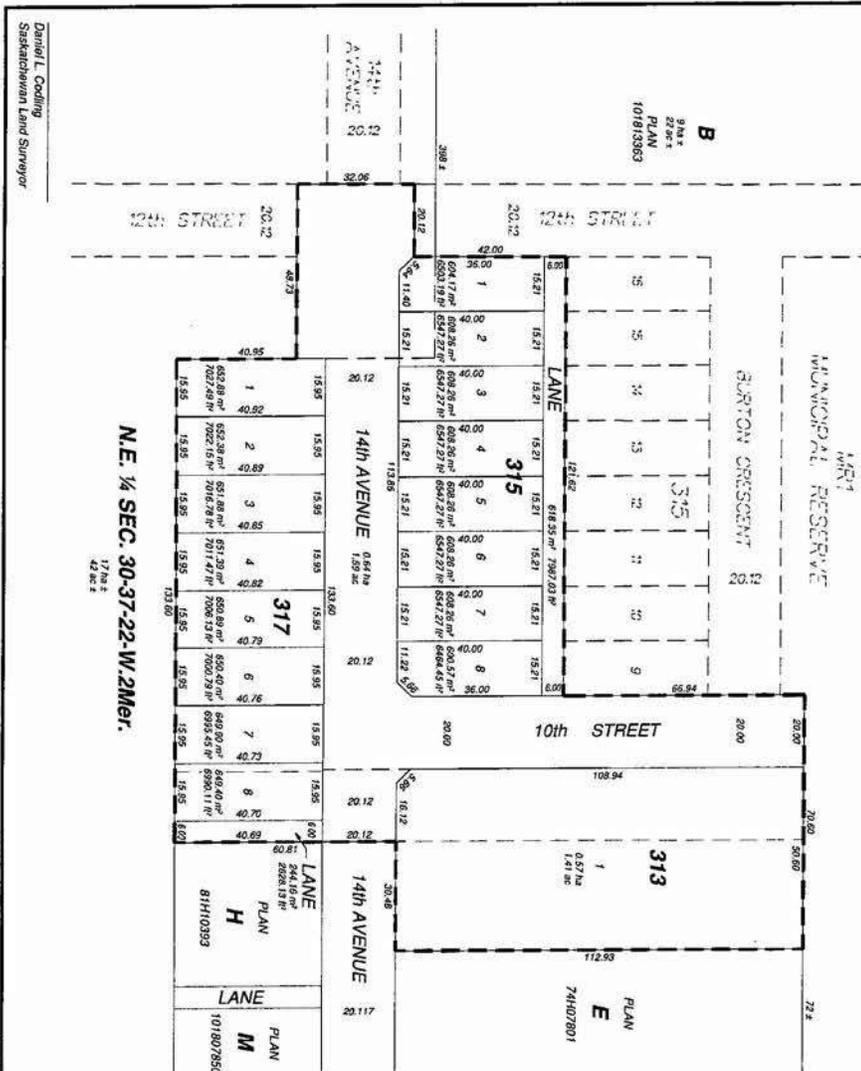
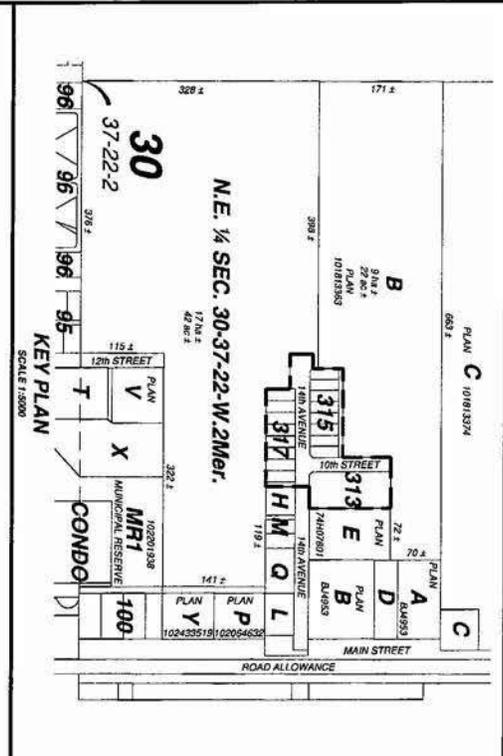
Per: \_\_\_\_\_

IN WITNESS WHEREOF The City of Humboldt has hereunto set their seal, duly authorized by the hand of the proper signing officers in this regard, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

THE CITY OF HUMBOLDT

Per: \_\_\_\_\_

Per: \_\_\_\_\_



**PLAN OF PROPOSED SUBDIVISION**

OF PART OF  
**N.E. 1/4 SEC. 30,**  
**PARCEL B - PLAN 101813363**  
 AND ALL OF  
**PARCEL G - PLAN 74H07801,**  
**ST/L 1 (10th STREET) - PLAN 74H07801,**  
**ST/L 1 (10th STREET) - PLAN 81H10393**  
 ALL IN  
**TWP. 37-RGE. 22-W. 2Mer.**  
**CITY OF HUMBOLDT, SK**  
 SCALE 1:1000  
 NOTES

PRELIMINARY SURVEY DONE ON MARCH 22, 2019.  
 PLANNING AUTHORITY APPROVAL IS OBTAINED IN A HEAVY DASHED LINE, AND CONTAINS  
 2.32 ha, (5.72 acres),  
 MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.  
 DISTANCES ARE APPROXIMATE AND MAY VARY BY 0.5 METRE.  
 STANDBY ROAD ALLOWANCE SHOWN ARE 30.17M IN WIDTH  
 STANDBY ROAD ALLOWANCE SHOWN ARE 30.17M IN WIDTH  
 SOURCE PARCEL DIMENSIONS AND AREAS WERE DERIVED FROM IFC PARCEL MAPPING.

**CITY OF HUMBOLDT (Representative)**  
 Approval: Owner ST/L 1 (10th STREET) - PLAN 74H07801 & PLAN 81H10393  
 N.E. 1/4 SEC. 30-TWP. 37-RGE. 22-W. 2Mer.

**JASWINDER BOPARAI**  
 Approval: Owner (1/2 Interest) PARCEL G - PLAN 74H07801  
 N.E. 1/4 SEC. 30-TWP. 37-RGE. 22-W. 2Mer.

**101148845 SASKATCHEWAN LTD. (Representative)**  
 Approval: Owner N.E. 1/4 SEC. 30-TWP. 37-RGE. 22-W. 2Mer.

**MOHINDER KAUR BOPARAI**  
 Approval: Owner (1/2 Interest) PARCEL B - PLAN 101813363  
 N.E. 1/4 SEC. 30-TWP. 37-RGE. 22-W. 2Mer.

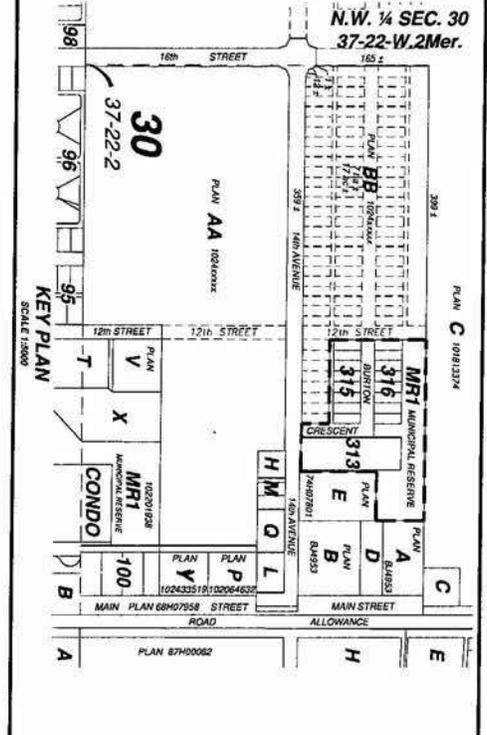
**BOPARAI, AJIT**  
 Approval: Owner  
 (1/2 Interest) PARCEL G - PLAN 74H07801 & (1/2 Interest) PARCEL B - PLAN 101813363  
 N.E. 1/4 SEC. 30-TWP. 37-RGE. 22-W. 2Mer.

No.	REVISIONS	DATE	DR. I. CHL.
1	Preliminary Plan	January 27, 2025	AJB D.L.C.
2			

FILE: S2451227 DWG: S2451227REV

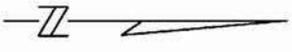
**Meridian**  
 Surveys Ltd.

N.W. ¼ SEC. 30  
37-22-W.2Mer.



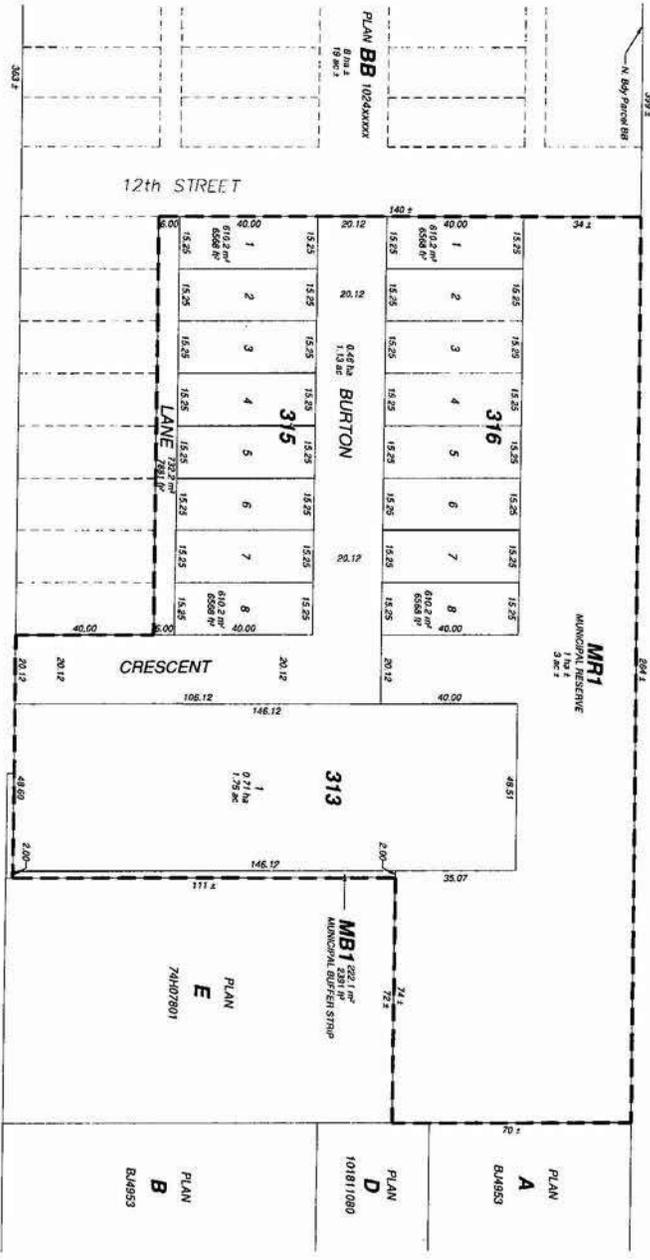
KEY PLAN  
SCALE 1:4000

PLAN C 101813374



**PLAN OF PROPOSED SUBDIVISION**  
OF PART OF  
**PARCEL BB - PLAN 1024XXXX**  
N.E. ¼ SEC.30-TWP.37-RGE.22-W.2Mer.  
CITY OF HUMBOLDT, SK  
SCALE 1:1000

**NOTES**  
PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY DASHED LINE AND CONTAINS  
THE FOLLOWING INFORMATION:  
1. A 5' GRADE 2" METAL NUMBER AND SERIALS THEREOF  
DISTANCES ARE APPROXIMATE AND MAY VARY BY 4.5 METERS  
STANDARD ROAD ALLOWANCE SHOWN ARE 20.11m W WIDTH  
SOURCE PARCEL NUMBER IS xxxxxxx  
SOURCE PARCEL DIMENSIONS AND AREAS ARE DERIVED FROM ICS PARCEL MAPPING.



**MR1**  
MUNICIPAL RESERVE  
1 TO 2  
3 M<sup>2</sup>

PLAN A  
B44953

PLAN D  
101811080

PLAN B  
B44953

14th AVENUE  
PLAN 1024XXXX

14th AVENUE  
PLAN 741407801

101129850 Saskatchewan Ltd. (Representative)  
Approval: Owner PARCEL BB - PLAN 1024XXXX  
N.E.W. SEC.30-TWP.37-RGE.22-W.2Mer.

Donal L. Coaling  
Saskatchewan Land Surveyor

NO.	REVISIONS	DATE	BY
1	Approved subdivision boundaries	April 17, 2025	AB / D.C.
2	Editted NAME	April 22, 2025	AB / D.C.
	FILE: S431227	DWG: S4351227(01)V1.R2	



1

6

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Jace,  
Please find attached a PPS that we are developing with Jaz Boparai.  
We have had a few meetings with the City of Humboldt about this development. I will be submitting a subdivision and consolidation plan for the extension of 14<sup>th</sup> avenue and 16<sup>th</sup> street, which will also consolidate fragmented ownership parcels.  
This proposed plan will be submitted soon after.  
Would you mind giving this a cursory review for design comments? Jaz would like to get this plan application sent in soon, but I thought that we do have a little time before it can be sent in.

Let us know what you think.  
Thanks,

**Dan Codling**, SLS, P.Surv  
Saskatchewan Land Surveyor  
[www.MeridianSurveys.ca](http://www.MeridianSurveys.ca)  
WorkSafe Saskatchewan - Mission: Zero

## Meridian Surveys

PEOPLE · QUALITY · SAFETY · COMMUNICATION

SASKATOON: 100 - 310 Wellman Lane  
Saskatoon, SK S7T 0J1  
Phone: 1-306-934-1818 | Fax: 1-306-242-9404



**Cc:** JS BOPARI <jboparai@hotmail.com>  
**Subject:** RE: Proposed Subdivision, Walnut Grove, Humboldt

**WARNING:** This message originated from a source that is not managed by **SaskBuilds and Procurement, Information Technology Division**. Do not visit links or open attachments unless you trust the sender's email ID and ensure it is not a spam/phishing email.

Thanks Jace.

That little sliver will be taken care of in a preceeding application with the City of Humboldt. We are extending 14<sup>th</sup> Avenue westerly and 16<sup>th</sup> Street northerly. That sliver is a road widening parcel for 14<sup>th</sup> Ave, that the City wants. It will be shown on that application.

**Dan Codling**, SLS, P.Surv  
Saskatchewan Land Surveyor  
[www.MeridianSurveys.ca](http://www.MeridianSurveys.ca)  
WorkSafe Saskatchewan - Mission: Zero

## Meridian Surveys

PEOPLE · QUALITY · SAFETY · COMMUNICATION

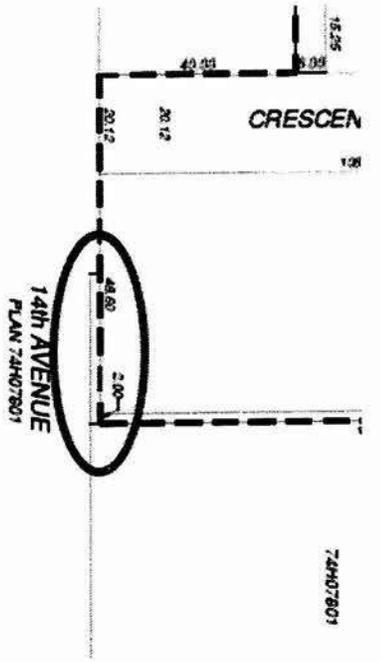
SASKATOON: 100 - 310 Wellman Lane  
Saskatoon, SK S7T 0T1  
Phone: 1-306-934-1818 | Fax: 1-306-242-9404



**From:** Ryan, Jacob GR <jacob.ryan@gov.sk.ca>  
**Sent:** Wednesday, April 30, 2025 8:52 AM  
**To:** Dan Codling <[dan.codling@meridiansurveys.ca](mailto:dan.codling@meridiansurveys.ca)>  
**Cc:** JS BOPARI <[jboparai@hotmail.com](mailto:jboparai@hotmail.com)>  
**Subject:** RE: Proposed Subdivision, Walnut Grove, Humboldt

Good afternoon Dan,

I gave this a quick look and skimmed municipal policy documents, so there may be more uncovered upon a deeper review. As this is not an ongoing file I couldn't dedicate too much time into looking into things. The City's Official Community Plan – Future Land use Map shows the proposed land as future residential, and it is currently zoned R3A – Small Lot Residential. The current design appears to comply with this so I do not think there would need to be any bylaw amending. Nothing jumps out at me from the Subdivision Regulations side of things either. Roads and lanes are proper lengths and widths, access is good, buffer placements make sense. The Municipal Reserve placement will need to be confirmed by our director during the application process but also appears to make sense. What will this little sliver piece be, is it a buffer as well?



All the best,

**Jace Ryan**  
**Government of Saskatchewan**  
 Planning Consultant  
 Community Planning, Ministry of Government Relations

978 – 122 3<sup>rd</sup> Avenue North  
 Saskatoon, Canada S7K 2H6  
 Bus: 306-933-5749  
 Fax: 306-933-7720



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**From:** Dan Codling <[dan.codling@meridiansurveys.ca](mailto:dan.codling@meridiansurveys.ca)>  
**Sent:** Friday, April 25, 2025 8:34 AM  
**To:** Ryan, Jacob GR <[jacob.ryan@gov.sk.ca](mailto:jacob.ryan@gov.sk.ca)>  
**Cc:** JS BOPARI <[jbopari@hotmail.com](mailto:jbopari@hotmail.com)>  
**Subject:** Proposed Subdivision, Walnut Grove, Humboldt



Outlook

---

**RE: Proposed Subdivision, Walnut Grove, Humboldt**

---

From: Ryan, Jacob GR <jacob.ryan@gov.sk.ca>

Date: Wed 2025-04-30 9:49 AM

To: Dan Codling <dan.codling@meridiansurveys.ca>

Cc: JS BOPARI <jbopara@gmail.com>

Hi Dan,

Fair, that all sounds good.

Thanks,

**Jace Ryan**  
**Government of Saskatchewan**  
Planning Consultant  
Community Planning, Ministry of Government Relations

978 – 122 3<sup>rd</sup> Avenue North  
Saskatoon, Canada S7K 2H6  
Bus: 306-933-5749  
Fax: 306-933-7720



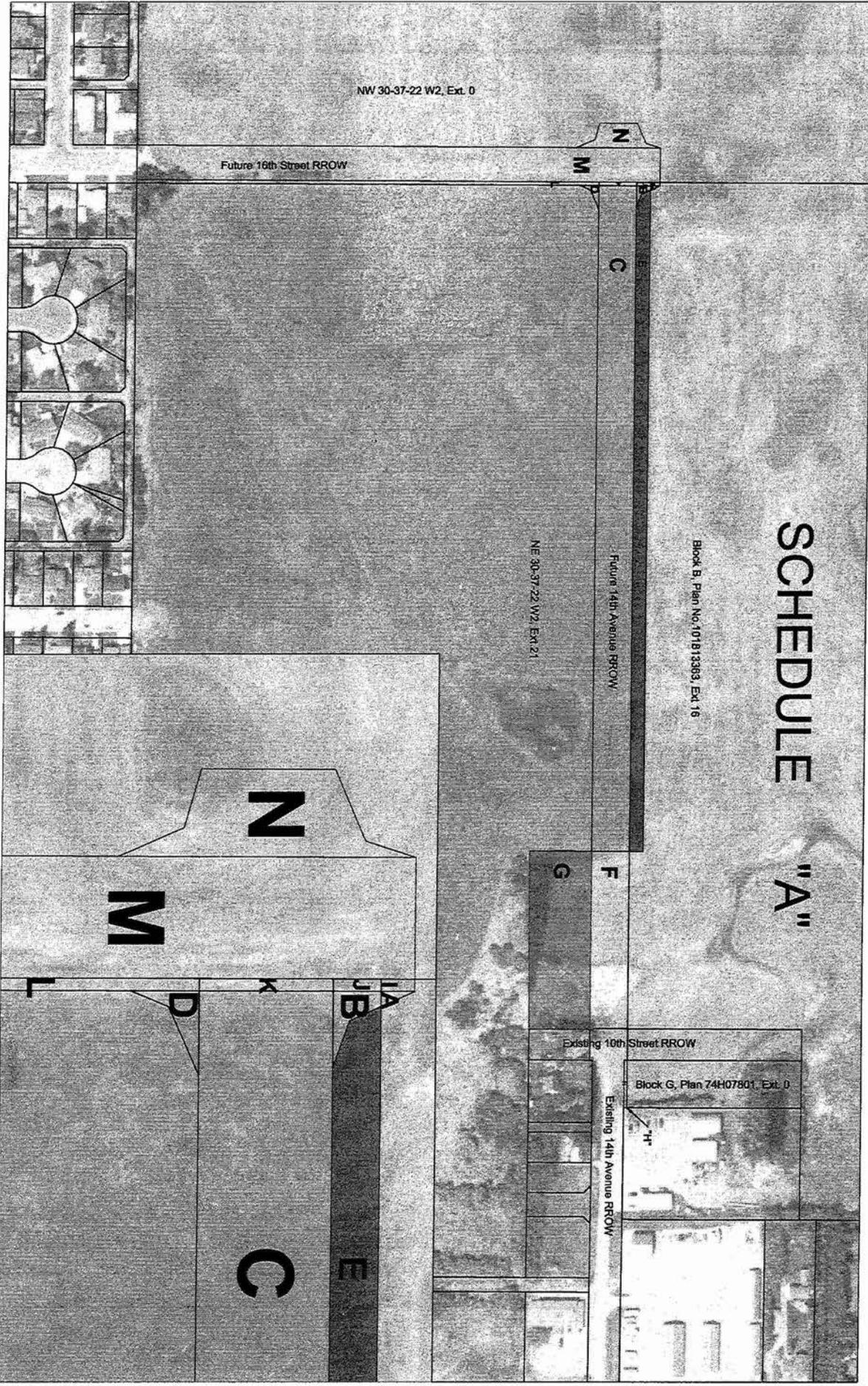
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**From:** Dan Codling <dan.codling@meridiansurveys.ca>

**Sent:** Wednesday, April 30, 2025 9:40 AM

**To:** Ryan, Jacob GR <jacob.ryan@gov.sk.ca>



NW 30-37-22 W2, Ext. 0

Future 16th Street RROW

Block B, Plan No. 101813383, Ext. 16

# SCHEDULE "A"

Future 14th Avenue RROW

NE 30-37-22 W2, Ext. 21

Existing 10th Street RROW

Block G, Plan 74H07801, Ext. D

Existing 14th Avenue RROW

**14th Ave Project Estimated Costs**

<b>Improvements</b>	<b>Estimated Cost</b>	<b>Design</b>	<b>Contingency</b>	<b>Total Cost Excluding Taxes</b>
9th Ave from 12th Ave to 14th Ave	\$ 289,900.00	\$ 28,990.00	\$ 43,485.00	\$ 362,375.00
14th Ave from Hwy 20 to Burton Cres	\$ 1,440,320.00	\$ 144,032.00	\$ 216,048.00	\$ 1,800,400.00
14th Ave from Burton Cres to 12th St	\$ 919,200.00	\$ 91,920.00	\$ 137,880.00	\$ 1,149,000.00
14th Ave from 12th St to 16th St	\$ 2,309,450.00	\$ 230,945.00	\$ 346,417.50	\$ 2,886,812.50
<b>Total</b>	<b>\$ 4,958,870.00</b>	<b>\$ 495,887.00</b>	<b>\$ 743,830.50</b>	<b>\$ 6,198,587.50</b>

**DOES NOT INCLUDE COST FOR WATER & SEWER SERVICES, LOT DEVELOPMENT, SERVICING FEES, ETC**

<b>Road Structure (Year 1)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Remove 530 mm Pavement and Structure	4292	m <sup>2</sup>	\$ 10.01	\$ 42,962.92
Subgrade Preparation (150mm)	4292	m <sup>2</sup>	\$ 2.00	\$ 8,584.00
Place Geocloth	4292	m <sup>2</sup>	\$ 0.75	\$ 3,219.00
Supply Rolls of Geocloth	4292	m <sup>2</sup>	\$ 5.11	\$ 21,932.12
Place, Shape and Compact 200mm Sub-base	4292	m <sup>2</sup>	\$ 16.64	\$ 71,418.88
Place, Shape and Compact 240mm Base	4292	m <sup>2</sup>	\$ 24.21	\$ 103,909.32
Place, Shape and Compact 50mm Road Gravel	4292	m <sup>2</sup>	\$ 4.64	\$ 19,914.88
Density Testing (Trip)	2	each	\$ 1,218.00	\$ 2,436.00
<b>Total</b>				<b>\$ 274,400.00</b>

<b>Pavement (Year 2)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Remove Excess Base (If Necessary) & Shape Base	4217	m <sup>2</sup>	\$ 3.83	\$ 16,151.11
Place Prime Coat	4217	m <sup>2</sup>	\$ 1.00	\$ 4,217.00
Place & Compact Asphalt	1054.25	Tonne	\$ 161.00	\$ 169,734.25
Place Flush Coat	4217	m <sup>2</sup>	\$ 0.60	\$ 2,530.20
Adjust Valves	7	each	\$ 400.00	\$ 2,800.00
Adjust Manholes	6	each	\$ 400.00	\$ 2,400.00
Density Testing (Trip)	2	each	\$ 1,200.00	\$ 2,400.00
<b>Total</b>				<b>\$ 200,300.00</b>

<b>Concrete</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
New Rolled curb	790	lin m	\$ 180.00	\$ 142,200.00
2.5m Wide Trail	1927	sq m	\$ 90.00	\$ 173,430.00
Density Testing (Trip)	4	each	\$ 1,000.00	\$ 4,000.00
<b>Total</b>				<b>\$ 319,700.00</b>

<b>Streetlights</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Streetlights	10	each	6000	\$ 60,000.00
			<b>Subtotal:</b>	<b>\$ 60,000.00</b>

14th Ave - 12th St to 16th St

\$ 2,886,812.50

Estimated Cost

\$ 2,309,450.00

10% Engineering

\$ 230,945.00

15% Contingency

\$ 346,417.50

Storm Sewer From Hwy 20 to Burton Cres	Quantity	Unit	Prices	Total
Install 1500mm Manhole	4	each	\$ 16,000.00	\$ 64,000.00
Install 300mm CB Lead	113	lin m	\$ 300.00	\$ 33,900.00
CBs	10	each	\$ 3,250.00	\$ 32,500.00
Install 750mm Storm Sewer	193	lin m	\$ 900.00	\$ 173,700.00
Install 675mm Storm Sewer	198	lin m	\$ 825.00	\$ 163,350.00
Install 600mm Storm Sewer	25	lin m	\$ 750.00	\$ 18,750.00
<b>Total</b>				<b>\$ 486,200.00</b>

Sanitary Sewer From 9th St to Burton Cres	Quantity	Unit	Prices	Total
Install 300mm Sanitary Sewer	387.6	each	\$ 1,000.00	\$ 387,600.00
Install 200mm Sanitary Sewer	61.5	each	\$ 800.00	\$ 49,200.00
Install 1200mm Manhole	4	each	\$ 16,000.00	\$ 64,000.00
<b>Total</b>				<b>\$ 500,800.00</b>

Water Main From Lane W of Main St to Burton Cres	Quantity	Unit	Prices	Total
Install 250mm Water Main	482	lin m	\$ 800.00	\$ 385,600.00
Install 150mm Water Main	12	lin m	\$ 600.00	\$ 7,200.00
Install 250mm x 250mm Cross	1	each	\$ 3,000.00	\$ 3,000.00
Install 250mm x 150mm Tee	3	each	\$ 1,250.00	\$ 3,750.00
Install 250mm Valve	5	each	\$ 5,000.00	\$ 25,000.00
Install 150mm Valve	3	each	\$ 3,000.00	\$ 9,000.00
Hydrant	3	each	\$ 9,000.00	\$ 27,000.00
Connect to Existing WTR	1	each	\$ 5,000.00	\$ 5,000.00
Pressure Testing	1	each	\$ 2,500.00	\$ 2,500.00
<b>Total</b>				<b>\$ 468,050.00</b>

<b>Collector Road Structure (Year 1)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Remove 530 mm Pavement and Structure	1800	m <sup>2</sup>	\$ 10.01	\$ 18,018.00
Subgrade Preparation (150mm)	1800	m <sup>2</sup>	\$ 2.00	\$ 3,600.00
Place Geocloth	1800	m <sup>2</sup>	\$ 0.75	\$ 1,350.00
Supply Rolls of Geocloth	1800	m <sup>2</sup>	\$ 5.11	\$ 9,198.00
Place, Shape and Compact 200mm Sub-base	1800	m <sup>2</sup>	\$ 16.64	\$ 29,952.00
Place, Shape and Compact 240mm Base	1800	m <sup>2</sup>	\$ 24.21	\$ 43,578.00
Place, Shape and Compact 50mm Road Gravel	1800	m <sup>2</sup>	\$ 4.64	\$ 8,352.00
Density Testing (Trip)	2	each	\$ 1,218.00	\$ 2,436.00
<b>Total</b>				<b>\$ 116,500.00</b>

<b>Pavement (Roads Year 2)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Remove Excess Base (If Necessary) & Shape Base	1800	m <sup>2</sup>	\$ 3.83	\$ 6,894.00
Place Prime Coat	1800	m <sup>2</sup>	\$ 1.00	\$ 1,800.00
Place & Compact Asphalt	450	Tonne	\$ 161.00	\$ 72,450.00
Place Flush Coat	1800	m <sup>2</sup>	\$ 0.60	\$ 1,080.00
Adjust Valves	2	each	\$ 400.00	\$ 800.00
Adjust Manholes	4	each	\$ 400.00	\$ 1,600.00
Density Testing (Trip)	2	each	\$ 1,200.00	\$ 2,400.00
<b>Total</b>				<b>\$ 87,100.00</b>

<b>Concrete (Roads Year 2)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
New Rolled curb	284	lin m	\$ 180.00	\$ 51,120.00
2.5m Wide Trail	651.4	sq m	\$ 90.00	\$ 58,626.00
Density Testing (Trip)	1	each	\$ 1,000.00	\$ 1,000.00
<b>Total</b>				<b>\$ 110,800.00</b>

<b>Streetlights</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Streetlights	4	each	6000	\$ 24,000.00
			<b>Subtotal:</b>	<b>\$ 24,000.00</b>

14th Ave - Burton Cres to 12th St \$ 1,149,000.00

**Subtotal** **\$ 919,200.00**  
**10% Engineering** **\$ 91,920.00**  
**15% Contingency** **\$ 137,880.00**

Storm Sewer From Hwy 20 to Burton Cres	Quantity	Unit	Prices	Total
Install 1500mm Manhole	2	each	\$ 16,000.00	\$ 32,000.00
Install 300mm CB Lead	53	lin m	\$ 300.00	\$ 15,900.00
CBs	4	each	\$ 3,250.00	\$ 13,000.00
Install 900mm Storm Sewer	143	lin m	\$ 1,250.00	\$ 178,750.00
<b>Total</b>				<b>\$ 239,650.00</b>

Sanitary Sewer From 9th St to Burton Cres	Quantity	Unit	Prices	Total
Install 300mm Sanitary Sewer	143.2	each	\$ 1,000.00	\$ 143,200.00
Install 1200mm Manhole	2	each	\$ 16,000.00	\$ 32,000.00
<b>Total</b>				<b>\$ 175,200.00</b>

Water Main From Lane W of Main St to Burton Cres	Quantity	Unit	Prices	Total
Install 250mm Water Main	143	lin m	\$ 800.00	\$ 114,400.00
Install 200mm Water Main	24	lin m	\$ 600.00	\$ 14,400.00
Install 150mm Water Main	4	lin m	\$ 600.00	\$ 2,400.00
Install 250mm x 200mm Cross	1	each	\$ 2,000.00	\$ 2,000.00
Install 250mm x 250mm Tee	0	each	\$ 1,500.00	\$ -
Install 250mm x 150mm Tee	1	each	\$ 1,250.00	\$ 1,250.00
Install 250mm Valve	1	each	\$ 5,000.00	\$ 5,000.00
Install 200mm Valve	2	each	\$ 3,500.00	\$ 7,000.00
Install 150mm Valve	1	each	\$ 3,000.00	\$ 3,000.00
Hydrant	1	each	\$ 9,000.00	\$ 9,000.00
Connect to Existing WTR	1	each	\$ 5,000.00	\$ 5,000.00
Pressure Testing	1	each	\$ 2,500.00	\$ 2,500.00
<b>Total</b>				<b>\$ 165,950.00</b>

<b>Collector Road Structure (Year 1)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Remove 530 mm Pavement and Structure	3405	m <sup>2</sup>	\$ 10.01	\$ 34,084.05
Subgrade Preparation (150mm)	3405	m <sup>2</sup>	\$ 2.00	\$ 6,810.00
Place Geocloth	3405	m <sup>2</sup>	\$ 0.75	\$ 2,553.75
Supply Rolls of Geocloth	3405	m <sup>2</sup>	\$ 5.11	\$ 17,399.55
Place, Shape and Compact 200mm Sub-base	3405	m <sup>2</sup>	\$ 16.64	\$ 56,659.20
Place, Shape and Compact 240mm Base	3405	m <sup>2</sup>	\$ 24.21	\$ 82,435.05
Place, Shape and Compact 50mm Road Gravel	3405	m <sup>2</sup>	\$ 4.64	\$ 15,799.20
Density Testing (Trip)	2	each	\$ 1,218.00	\$ 2,436.00
<b>Total</b>				<b>\$ 218,200.00</b>

<b>Pavement (Roads Year 2)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Remove Excess Base (If Necessary) & Shape Base	3405	m <sup>2</sup>	\$ 3.83	\$ 13,041.15
Place Prime Coat	3405	m <sup>2</sup>	\$ 1.00	\$ 3,405.00
Place & Compact Asphalt	851.25	Tonne	\$ 161.00	\$ 137,051.25
Place Flush Coat	3405	m <sup>2</sup>	\$ 0.60	\$ 2,043.00
Adjust Valves	9	each	\$ 400.00	\$ 3,600.00
Adjust Manholes	7	each	\$ 400.00	\$ 2,800.00
Density Testing (Trip)	2	each	\$ 1,200.00	\$ 2,400.00
<b>Total</b>				<b>\$ 164,400.00</b>

<b>Concrete (Roads Year 2)</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
New Rolled curb	549.5	lin m	\$ 180.00	\$ 98,910.00
2.5m Wide Trail	1438	sq m	\$ 90.00	\$ 129,420.00
Density Testing (Trip)	2	each	\$ 1,000.00	\$ 2,000.00
<b>Total</b>				<b>\$ 230,400.00</b>

<b>Ditch Grading</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Site Stripping	330	cu.meter	\$ 12.00	\$ 3,960.00
Topsoil Placement	1650	sq.meter	\$ 5.00	\$ 8,250.00
Excavation to Fill	495	cu.meter	\$ 18.00	\$ 8,910.00
<b>Total</b>				<b>\$ 21,120.00</b>

<b>Streetlights</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Streetlights	7	each	6000	\$ 42,000.00
			<b>Subtotal:</b>	<b>\$ 42,000.00</b>

14th Ave - Hwy 20 to Burton Crescent

\$ 1,800,400.00

Subtotal

\$ 1,440,320.00

10% Engineering

\$ 144,032.00

15% Contingency

\$ 216,048.00

Storm Sewer From Hwy 20 to Burton Cres	Quantity	Unit	Prices	Total
Remove Existing Manhole	1	each	\$ 3,300.00	\$ 3,300.00
Install 1500mm Manhole	3	each	\$ 16,000.00	\$ 48,000.00
Install 300mm CB Lead	100	lin m	\$ 300.00	\$ 30,000.00
CBs	10	each	\$ 3,250.00	\$ 32,500.00
Install 900mm Storm Sewer	250	lin m	\$ 1,250.00	\$ 312,500.00
<b>Total</b>				<b>\$ 426,300.00</b>

Sanitary Sewer From 9th St to Burton Cres	Quantity	Unit	Prices	Total
Install 300mm Sanitary Sewer	87	each	\$ 1,000.00	\$ 87,000.00
Install 1200mm Manhole	1	each	\$ 16,000.00	\$ 16,000.00
<b>Total</b>				<b>\$ 103,000.00</b>

Water Main From Lane W of Main St to Burton Cres	Quantity	Unit	Prices	Total
Install 250mm Water Main	194	lin m	\$ 800.00	\$ 155,200.00
Install 200mm Water Main	24	lin m	\$ 600.00	\$ 14,400.00
Install 150mm Water Main	18	lin m	\$ 600.00	\$ 10,800.00
Install 250mm x 200mm Cross	1	each	\$ 2,000.00	\$ 2,000.00
Install 250mm x 250mm Tee	1	each	\$ 1,500.00	\$ 1,500.00
Install 250mm x 150mm Tee	2	each	\$ 1,250.00	\$ 2,500.00
Install 250mm Valve	2	each	\$ 5,000.00	\$ 10,000.00
Install 200mm Valve	2	each	\$ 3,500.00	\$ 7,000.00
Install 150mm Valve	2	each	\$ 3,000.00	\$ 6,000.00
Hydrant	2	each	\$ 9,000.00	\$ 18,000.00
Connect to Existing WTR	1	each	\$ 5,000.00	\$ 5,000.00
Pressure Testing	1	each	\$ 2,500.00	\$ 2,500.00
<b>Total</b>				<b>\$ 234,900.00</b>

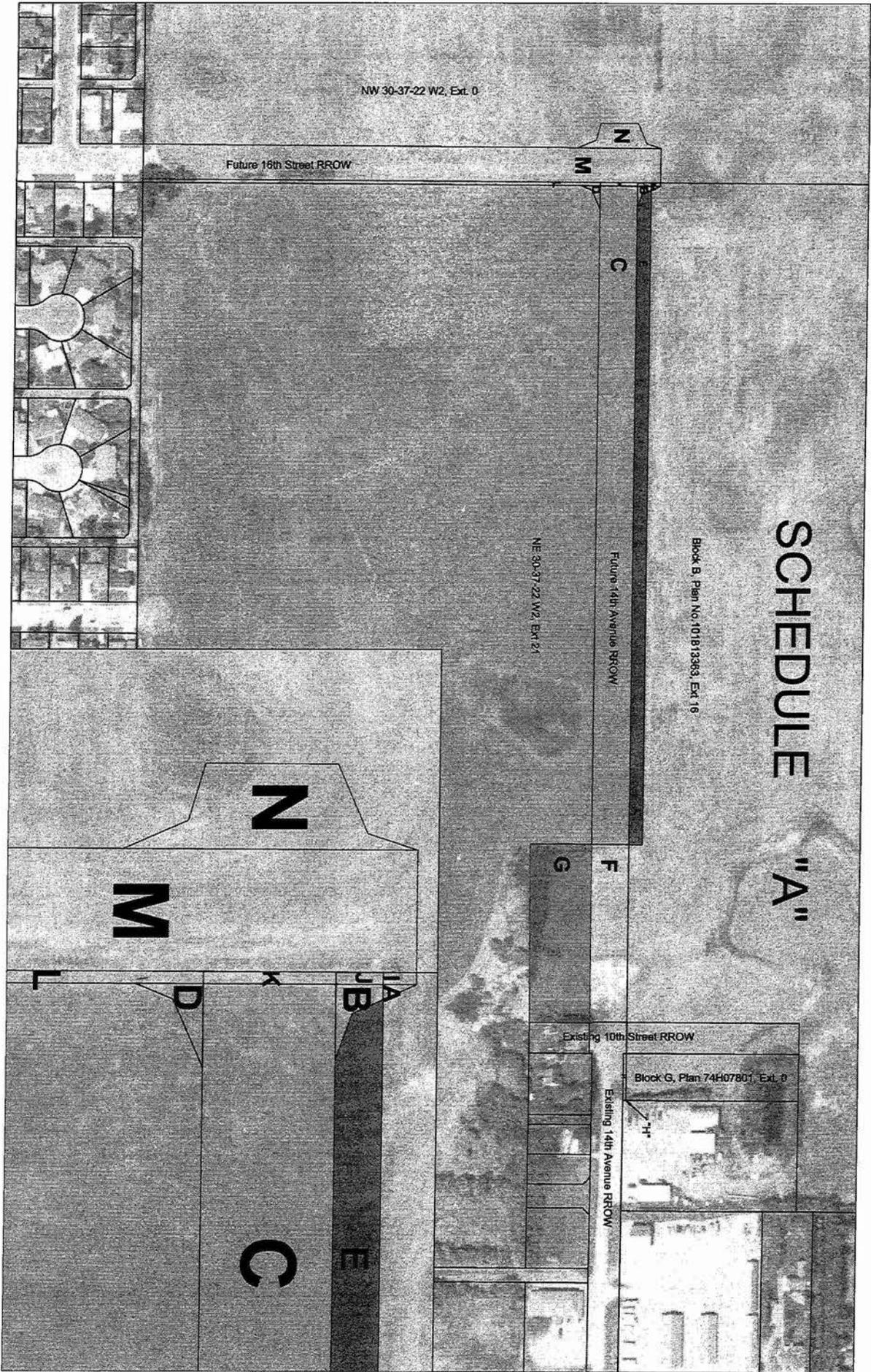
9th St from 12th Ave to 14th Ave \$ 362,375.00

**Subtotal** \$ 289,900.00

**10% Engineering** \$ 28,990.00

**15% Contingency** \$ 43,485.00

<b>Water Main From Lane W of Main St to Burton Cres</b>	<b>Quantity</b>	<b>Unit</b>	<b>Prices</b>	<b>Total</b>
Install 300mm HDPE Water Main (Trenchless)	430	lin m	\$ 500.00	\$ 215,000.00
Install 200mm PVC Water Main	6	lin m	\$ 800.00	\$ 4,800.00
Install 150mm PVC Water Main	12	lin m	\$ 800.00	\$ 9,600.00
Install 300mm x 200mm Tee	1	each	\$ 2,000.00	\$ 2,000.00
Install 300mm x 150mm Tee	3	each	\$ 2,000.00	\$ 6,000.00
Install 300mm Valve	3	each	\$ 6,000.00	\$ 18,000.00
Install 150mm Valve	3	each	\$ 3,000.00	\$ 9,000.00
Hydrant	2	each	\$ 9,000.00	\$ 18,000.00
Connect to Existing WTR	1	each	\$ 5,000.00	\$ 5,000.00
Pressure Testing	1	each	\$ 2,500.00	\$ 2,500.00
<b>Total</b>				<b>\$ 289,900.00</b>





**City of Humboldt**

**Meeting Minutes**

**Executive Committee November 10, 2025 - 05:30 PM**

- PRESENT:
- Chair: Councillor Roger Korte
  - Mayor Rob Muench
  - Councillor Larry Jorgenson
  - Councillor Dave Rowe
  - Councillor Marilyn Scott
  - Councillor Karen Siermachesky
  - City Manager
  - Director of Corporate Services/City Clerk
  - Director of Cultural Services
  - Director of Community and Leisure Services
  - Director of Protective Services/Fire Chief
  - Director of Public Works
  - City Controller
  - Marketing and Development Manager
  - Municipal Engineer
  - Marketing and Communication Coordinator
  - Joe Day
  - Lori Yaworski
  - Jennifer Fitzpatrick
  - Mike Ulriksen
  - Mike Kwasnica
  - Peter Bergquist
  - Jace Porten
  - Jarrett Delbridge
  - Daniel Bernhard
  - Angie Rolheiser

**1 Call To Order**

Chairperson Korte called the meeting to order at 5:35 p.m.

**2 Land Acknowledgement**

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

**3 Adopt Agenda**

**Moved By:** Councillor Dave Rowe

That the agenda be adopted as presented.

**CARRIED**

**3.1 Conflict of Interest**

**4 Delegations**

**5 Correspondence**

\_\_\_\_\_  
Chairperson - Roger Korte

\_\_\_\_\_  
City Clerk - Lori Yaworski

**6 Reports From Administration**

**6.1 Director of Protective Services' Reports**

**Moved By:** Mayor Rob Muench

That this report be accepted for information and filed.

**CARRIED**

**6.2 City Controller's Report**

**Moved By:** Councillor Marilyn Scott

That this report be accepted for information and filed.

**CARRIED**

**6.3 Director of Cultural Services' Report**

**Moved By:** Councillor Karen Siermachesky

That this report be accepted for information and filed.

**CARRIED**

**6.4 Marketing and Development Manager's Report**

**Moved By:** Mayor Rob Muench

That this report be accepted for information and filed.

**CARRIED**

**6.5 Director of Leisure Services' Report**

**Moved By:** Councillor Marilyn Scott

That this report be accepted for information and filed.

**CARRIED**

**6.6 Director of Public Works' Report**

**Moved By:** Councillor Larry Jorgenson

That this report be accepted for information and filed.

**CARRIED**

**6.7 Leisure Service Project Summary Report**

**Moved By:** Mayor Rob Muench

That this report be accepted for information and filed.

**CARRIED**

**7 New Business**

**7.1 Recommendation - Director of Cultural Services - Permanent Art Collection**

**Moved By:** Councillor Larry Jorgenson

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.

**CARRIED**

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Chairperson - Roger Korte

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City Clerk - Lori Yaworski

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

**Moved By:** Councillor Larry Jorgenson

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

**CARRIED**

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

**Moved By:** Councillor Dave Rowe

That committee approves staff to prepare the necessary bylaw amendment documents to permit the installation of an accessibility sign at 239 Main Street.

**CARRIED**

**8 Enquiries**

**9 Committee of the Whole**

**Moved By:** Mayor Rob Muench

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

**CARRIED**

**9.1 Authority**

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

**9.2 Present in the Committee of the Whole**

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, Director of Corporate Services/City Clerk Lori Yaworski, City Controller Jace Porten, Director of Cultural Services Jennifer Fitzpatrick, Director of Leisure Services Mike Ulriksen, Marketing & Communications Coordinator Angie Rolheiser.

**9.3 Delegation - Horizon School Division - Superintendent of Indigenous Studies**

**9.4 Director of Leisure Services - Ice Resurfacer Fleet Replacement**

**9.5 Director of Leisure Services - Community Gathering Place**

**9.6 Revert**

**Moved By:** Councillor Larry Jorgenson

That Council revert to the Regular Meeting, the time being 7:38 pm.

**CARRIED**

**9.7 Recommendation - Delegation - Horizon School Division - Superintendent of Indigenous Education**

**Moved By:** Councillor Larry Jorgenson

That the presentation by Bryan McNabb, Superintendent of Indigenous Education at Horizon School Division be accepted for information and to add Jennifer Fitzpatrick as member of the committee.

**CARRIED**

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Chairperson - Roger Korte

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City Clerk - Lori Yaworski

**9.8 Recommendation- Ice Resurfacer Fleet Replacement**

**Moved By:** Councillor Dave Rowe

That the executive Committee recommend to City Council that the City award the Ice Resurfacer contract to Big Hill for the purchase of an Olympia Millenium Model H Side Dump at a cost of \$161,177 (including PST).

**CARRIED**

**9.9 Recommendation - Community Gathering Place Roof Project**

**Moved By:** Councillor Dave Rowe

That the Executive Committee recommend that the City decline the funding request from the Community Gathering Place for financial support toward their roof replacement project.

**CARRIED**

**10 Next Meeting**

**11 Adjourn**

**Moved By:** Councillor Larry Jorgenson

That we do now adjourn, the time being 7:41 p.m.

**CARRIED**

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Chairperson - Roger Korte

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City Clerk - Lori Yaworski



## Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: [humcirc@wapitilibrary.ca](mailto:humcirc@wapitilibrary.ca) Phone: 306-682-2034 Website: [www.wapitilibrary.ca](http://www.wapitilibrary.ca)

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### Reid Thompson Public Library Board Minutes

Date: September 9<sup>th</sup>, 2025

Attendance: Susan Bradley, Rheanne Bedard Schilling, Colleen Jenkins, Karen Siermachesky, Linda Dufault

Absent: Laura Peters, Erika Stebbings

Recording Secretary: Emma Lewis (Branch Librarian)

Call to order by S. Bradley at 4:02 PM

- 1) Agenda: Moved by K. Siermachesky, seconded by L. Dufault to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by C. Jenkins, seconded by R. Bedard Schilling that the minutes be adopted presented. Carried.
- 3) Correspondence: Moved by R. Bedard Schilling, seconded by K. Siermachesky that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by R. Bedard Schilling, seconded by K. Siermachesky that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian Report: Presented.
- 6) Action List: Update presented.
- 7) Maintenance Report: Update presented.
- 8) Business Arising:
  - a) Summer Student Review: The summer student works for the RTPL (Wapiti) but has traditionally been paid as a City of Humboldt employee. Funding from Canada Summer Jobs has been denied two years in a row, we will explore additional funding options.
  - b) Programming Proposals: Discussion of multiple programming options. There is a local artist willing to teach classes which was approved. Moved by L. Dufault, seconded by R. Bedard-Schilling to approve to pay Leane Harasymchuk up to \$200 to conduct an art class for up to 8 weeks. Other programming options included Sylvia Chave and Chad Solomon but these were rejected as the costs were too high. The library is now offering a youth book club originally set up by the Humboldt Regional Newcomer Centre but has since been taken over by us. Additionally, we will introduce a program to assist patrons with Libby, Hoopla, Word, and similar utilising our volunteer, Shaun Harms.
  - c) SK Library Week: Funding approved for \$250 dollars. Costumes to be purchased, and quotes needed for the tote bag design contest. Schools have been contacted regarding interest in a class trip to the library during this week.
  - d) October Board Meeting: A program is taking place on this date. Board meeting rescheduled to October 21<sup>st</sup>.

- e) Honorariums: Agreed that we should honour the \$200 donation of Janet and Evarett Johnson through signage in the large print section. It was decided that patrons can be honoured if they have made a donation to the library.
  - f) Printing Review: Discussions to continue in purchasing the printer from the City of Humboldt, shifting the responsibility of maintenance, ink and paper onto the library.
  - g) CIBC Bank Account: Follow-up with CIBC to enquire about their new bank account that will allow the use of a physical card.
  - h) Refurbishment: Plans in place to start making plans for the new children's section and solarium, in cooperation with the City of Humboldt. A project committee within the Reid-Thompson Public Library board has been established to assist with the process.
  - i) RTPL Policy Amendments: Discussion over the distinction between the Wapiti Policy Manual and the Reid-Thompson Policy Manual. S. Bradley to follow-up with Tony Murphy (Director – Wapiti) on what is required.
  - j) Board Appointments: No further discussion on appointing a Treasurer. Branch Librarian is not solely responsible for the library financials; board assistance provided when requested.
  - k) City of Humboldt Budget/Wapiti Budget: Discussions on the budget increase which has been difficult to mitigate as the library can only reduce material and labour costs. It will be submitted to the City of Humboldt for review.
  - l) RTPL Merchandise: Branch Librarian to seek out additional quotes for the cost of printing tote bags and review funding options. Stickers and bookmarks can be made in-house by staff for sale.
- 9) Next meeting: October 21<sup>st</sup> @ 4PM
- 10) Adjournment: Moved by R. Bedard Schilling, seconded by K. Siermachesky that the meeting be adjourned at 6:49 PM. Carried.

  
Secretary

  
Chairperson

  
Date



# Reid-Thompson Public Library

Wapiti Regional Library

Box 1330 705 Main Street Humboldt SK S0K 2A0

Email: [humcirc@wapitilibrary.ca](mailto:humcirc@wapitilibrary.ca)

Phone: 306-682-2034

Website: [www.wapitilibrary.ca](http://www.wapitilibrary.ca)

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## Reid-Thompson Public Library Board Minutes

Date: October 21<sup>st</sup>, 2025

Attendance: Susan Bradley, Rheanne Bedard Schilling, Colleen Jenkins, Karen Siermachesky, Linda Dufault, Erika Stebbings

Recording Secretary: Emma Lewis (Branch Librarian)

Call to order by S. Bradley at 4:00 PM

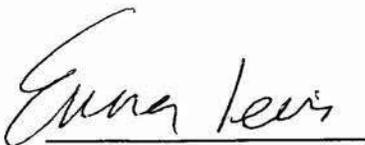
- 1) Agenda: Moved by E. Stebbings, seconded by R. Bedard Schilling to accept the agenda as presented. Carried.
- 2) Review and Approval of Minutes: Moved by K. Siermachesky, seconded by C. Jenkins that the minutes be adopted presented. Carried.
- 3) Correspondence: Moved by R. Bedard Schilling, seconded by K. Siermachesky that the correspondence be received and filed as presented. Carried.
- 4) Financial Reports: Moved by C. Jenkins, seconded by K. Siermachesky that the monthly financial reports be adopted as presented. Carried.
- 5) Branch Librarian Report: Presented.
- 6) Action List: Update presented.
- 7) Maintenance Report: Update presented.
- 8) Business Arising:
  - a) Naloxone Training: This will be offered to the staff who can participate at their discretion.
  - b) City of Humboldt Budget: We require the 2026 template, some adjustments to be made regarding the summer student cost and the contracted maintenance budget line.
  - c) Project Committee Update: \$1105.71 spent so far on toys and a shelving unit.
  - d) Policy Manual: Moved by K. Siermachesky, seconded by L. Dufault to update the policy manual regarding the program room to be by donation only. Moved by E. Stebbings, seconded by R. Bedard Schilling to remove any unnecessary and duplicated material from the Reid-Thompson Policy Manual to align with the Wapiti Regional Library Policy Manual.
  - e) Banking: Moved by R. Bedard Schilling, seconded by L. Dufault to set up a CIBC appointment to explore the potential of a credit/debit account on behalf of the Branch Librarian, with a limit of \$500.

9) Additions to Agenda

a) Council Updates: The City of Humboldt are not able to include the Reid-Thompson Public Library in the Community Report as this is specific for City buildings and staff, however we can continue to send our events for additions to the advertising screens across the community.

10) Next meeting: November 18<sup>th</sup> @ 4 PM.

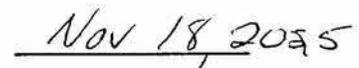
11) Adjournment: Moved by K. Siermachesky, seconded by R. Bedard Schilling that the meeting be adjourned at 6:12 PM. Carried.



Secretary



Chairperson



Date



**CITY OF HUMBOLDT REPORT**

**TITLE:** Community Safety Officer Vehicle Replacement  
**PREPARED BY:** Mike Kwasnica, Director of Protective Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 24, 2025

**RECOMMENDATION**

That Discovery Ford be awarded the tender for one (1) 2026 Ford Explorer Interceptor at a cost of \$54,854.00 plus applicable taxes, and further that the Administration be authorized to spend up to \$30,000 on the outfitting of that vehicle for enforcement purposes.

**BACKGROUND**

At the October 14, 2025, Executive Committee meeting Administration was authorized to seek proposals for a new vehicle for the Community Safety Officer (CSO) program to replace the current Chevrolet Tahoe (C106). The Request for Proposals (RFP) was published on SaskTenders on October 27, 2025 and closed November 14, 2025. The City received submissions from four dealerships for a total of 11 vehicles.

**CURRENT SITUATION**

All submissions were judged across five categories: Price, Specifications, Delivery Time, Warranty, and Serviceability. What follows is the scoring matrix containing the evaluation of each of those submissions.

	Price	Specifications	Delivery Time	Warranty	Serviceability	Total
<b>Total</b>	<b>30</b>	<b>40</b>	<b>15</b>	<b>10</b>	<b>5</b>	<b>100</b>
South 20 Dodge Chrysler - Dodge Durango	24	40	15	8	5	92
Capital Ford - Ford Explorer Interceptor	30	40	0	9	5	84
Capital Ford - F150 Police Responder	29	40	0	9	5	83
Crestview Chrysler - Dodge Durango - Enforcer	27	25	0	9	5	66
Crestview Chrysler - Ram 1500 Tradesmen	23	25	0	10	5	63
Discovery Ford - Explorer 1	28	40	0	8	5	81
Discovery Ford - Explorer 2	25	40	0	8	5	78
Discovery Ford - Explorer 3	20	40	0	8	5	73
Discovery Ford - F-150 2	26	13	0	0	5	44
Discovery Ford - F-150 3	22	16	0	0	5	43
Discovery Ford - F-150 1	21	13	0	0	5	39

The submission Administration is recommending is titled “Discovery Ford – Explorer 1” and is an Interceptor model.

While the Dodge Durango from South 20 Dodge Chrysler is the highest scoring submission, Administration is advising that this submission be rejected. A requirement stated within the RFP document is that the vehicle's interior be "conducive to police or enforcement use" which the Durango is not. Aside from being the civilian model of the vehicle and therefore requiring more work to make usable for CSO activities, the console and interior configuration impede the proper and practical mounting of equipment.

The approved vehicle will be required to be equipped with lights, siren, radar, computer, silent patrolman, and decaling that meets provincial regulations. Administration intends to use the Chevrolet Tahoe as a donor vehicle for as much as possible of its emergency equipment.

## **OPTIONS**

1. Approve the recommendation as presented.
2. Choose a vehicle other than what is being recommended.
3. Reject all submissions to the RFP.

## **COMMUNICATION AND ENGAGEMENT**

The bidders will be made aware of Council's decision.

## **ATTACHMENTS**

- Request for Proposal – Community Safety Vehicle

## **FINANCIAL IMPLICATION**

The quoted cost for the recommended vehicle is \$54,854 (plus taxes & fees). This purchase would be funded from the Protective Services Fleet Reserve. Based on similar units within the City's Fleet, the anticipated annual operating costs are approximately \$3,500, which will primarily be fuel in the case of this unit, and an additional \$9,000 to be contributed annually towards its own and its equipment's replacement in 2035.

## **CONCLUSION**

Administration is recommending that the City proceed with the purchase of the Ford Explorer Interceptor for a cost of \$54,854.00 plus applicable taxes as tendered by Discovery Ford.

City of Humboldt  
**Request for Proposal (RFP)**  
**Community Safety Vehicle**

**ISSUED: Monday, Oct 27-2025**

**CLOSING DATE: Friday, November 14th, 2025 @ 3:30:00pm CST.**

**PROPOSALS TO BE SUBMITTED TO:**

City of Humboldt  
Department of Protective Services  
City Hall, 715 Main Street, Box 640  
Humboldt, SK S0K 2A0

**ATTENTION:** Mike Kwasnica  
Director of Protective Services

**TELEPHONE:** (306) 682-2525 ext.322  
**E-MAIL:** mike.kwasnica@humboldt.ca

## CITY OF HUMBOLDT

### 1. Introduction

The City of Humboldt is seeking proposals from qualified vehicle dealers for the supply and delivery of one (1) Community Safety Vehicle to be used by the City's Protective Services Department. The vehicle will serve as a Community Safety Officer (CSO) unit and must meet the specifications outlined in this document. The intent of this Request for Proposal (RFP) is to obtain a vehicle that meets operational needs while providing best value in terms of quality, performance, and cost of ownership.

### 2. Vehicle Type

Proposals will be accepted for one of the following configurations:

- Option A: Sport Utility Vehicle (SUV)
- Option B: Four-Door Pickup Truck

All vehicles must have an interior design conducive to police or enforcement use, including durable seating materials, ample space for equipment mounting, and ease of cleaning and maintenance.

### 3. General Requirements

The vehicle must be:

- New (current or upcoming model year)
- Factory-built or dealer-installed options only
- Compliant with all Canadian Motor Vehicle Safety Standards (CMVSS)
- Delivered to the City of Humboldt, Saskatchewan

### 4. Minimum Specifications

- Engine: Gasoline or hybrid powertrain with adequate performance for municipal enforcement use
- Transmission: Automatic
- Drivetrain: All-wheel drive (AWD) or four-wheel drive (4WD) preferred
- Seating: Front bucket seats with durable fabric or vinyl; rear seating suitable for enforcement operations
- Interior: Heavy-duty interior finish (law enforcement style if available)
- Exterior Color: White
- Air conditioning and heating system
- Power windows, locks, and mirrors
- Backup camera and parking sensors
- Bluetooth connectivity and hands-free communication capability
- Keyless entry with two (2) key fobs
- Manufacturer's standard warranty plus extended warranty options

### 5. Additional Notes

All specialized enforcement equipment (e.g., light bars, sirens, radios, consoles, decals, prisoner partition, etc.) will be installed after delivery by the City of Humboldt. Dealers are not required to supply or install this equipment but should ensure the vehicle's interior configuration supports future installations (adequate electrical capacity, console space, wiring pass-throughs, etc.).

6. Proposal Requirements

- Vehicle Description – Make, model, year, trim, and key features
- Technical Specifications – Detailed list confirming compliance with the requirements above
- Pricing – Total cost, including all applicable fees, taxes, and delivery
- Warranty Information – Coverage details and optional extended warranty pricing
- Estimated Delivery Timeframe
- References – At least two (2) recent municipal or enforcement-related customers

7. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

Evaluation Criteria	Weight (%)
<b>Compliance with specifications</b>	40
Submissions will lose three (3) points per abovementioned specification not clearly listed within.	
<b>Pricing and warranty value</b>	30
Starting at full points, each submission will lose points based on their rank within the price range of all submissions.	
<b>Delivery timeframe</b>	15
Immediate: 15 points. Within one month of bid closing date: 8 points. Greater than one month from closing date: 0 points.	
<b>Warranty</b>	10
Warranties will be compared against those of other submissions and awarded points accordingly.	
<b>Ease of serviceability</b>	5
The greater the effort required of the City for any kind of servicing, the fewer points will be awarded.	

**Note: The lowest bid will not necessarily be accepted. The City reserves the right to select the proposal deemed to provide the best overall value and to reject any or all proposals without obligation.**

8. Submission Instructions

All proposals must be clearly marked “RFP – Community Safety Vehicle” and include a completed copy of Appendix A. Submissions will be accepted no later than 3:30:00 pm CST, November 14, 2025, to:

City of Humboldt  
 Attn: Mike Kwasnica  
 PO Box 640  
[Mike.kwasnica@humboldt.ca](mailto:Mike.kwasnica@humboldt.ca)  
 Humboldt, Saskatchewan S0K 2A0

Late submissions will not be accepted.

## 9. Inquiries

Mike Kwasnica, Director of Protective Services  
City of Humboldt  
Email: [mike.kwasnica@humboldt.ca](mailto:mike.kwasnica@humboldt.ca)  
Phone: 306-231-8924

## 10. Terms and Conditions

- The City reserves the right to reject any or all proposals and to waive irregularities as deemed in the City's interest.
- Proposals shall remain valid for 60 days from the closing date.
- The successful bidder will be required to provide proof of insurance and licensing prior to delivery.



## Appendix A

UNIT PRICE	\$ _____
ADDITIONAL FEES (If applicable)	\$ _____
GOODS & SERVICES TAX (5%)	\$ _____
PROVINCIAL SALES TAX (6%)	\$ _____
<b>TOTAL TENDER PRICE</b>	<b>\$ _____</b>

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_

YEAR \_\_\_\_\_

DELIVERY \_\_\_\_\_ WEEKS FROM ORDER DATE

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

CONTACT E-MAIL \_\_\_\_\_

COMPANY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## CITY OF HUMBOLDT REPORT

**TITLE:** Discretionary Use – Construction Trades – 107 Main Street  
**PREPARED BY:** Oriyomi Razak, Community Development Coordinator  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 04, 2025

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### RECOMMENDATION

That a discretionary use be approved to operate a **Construction Trades** at 107 Main Street legally described as Blk/Par 58-Plan 102191543

### BACKGROUND

The City of Humboldt has received a discretionary use application to operate a **Construction Trades** at 107 Main Street legally described as Blk/Par 58-Plan 102191543

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

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

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

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

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

- The site should be accessible from a major road network to avoid heavy traffic volumes on residential access roads.
- Vehicle car parking and access areas should not form a dominant element in the streetscape.

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

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

## CURRENT SITUATION

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

107 Main Street is a vacant lot with a total area of approximately 827 m<sup>2</sup> (measuring roughly 27 m x 30.5 m). The property has access to power, with gas and water services located nearby, making it suitable for a variety of commercial developments. It is situated

at the corner of 1<sup>st</sup> Avenue and Main along Main Street, offering excellent visibility and direct access, while the surrounding area to the north and west features residential blocks and community facilities.

The business has indicated that its existing home-based operation is no longer sufficient for its needs. The applicant has advised City Administration that the proposed use of the lot will be limited to the storage of equipment and an office component.

The areas of concern for this development are the movements of larger equipment and that some activities, such as crushing gravel, could occur. The equipment used is typically the size of a skid steer as confirmed by the applicant via email.

It is important to note that the Discretionary Use process focuses strictly on the proposed use of the property, while any development or building-related matters will be reviewed separately through the development review process.

## **OPTIONS**

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

## **ATTACHMENTS**

- A. Site Plan – Google Earth Pro
- B. Site Plan – Intended Development of Lot by Applicant

## **COMMUNICATION AND ENGAGEMENT**

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

## **FINANCIAL IMPLICATION**

There are no anticipated financial implications.

## **CONCLUSION**

The proposed use of the site is limited to equipment and material storage; however, Administration recommends including a condition to ensure that no other business activities take place on the lot.

City Administration is recommending that, if Council chooses to approve the Discretionary Use application, a condition should be set that prohibits any activities that will create excess noise, glare, odours, or dust, pursuant to Section 56 (3) (b) (iii) of *The Planning & Development Act*.

**Blk/Par 58-Plan 102191543**

**Legend**

-  107 Main St
-  Blk/Par 58-Plan 102191543
-  KKM-LSFI Church



KKM-LSFI Church

107 Main St

Blk/Par 58-Plan 102191543

1 Ave

Google Earth



100 ft

SCALE - 1.59 = 4'

12x36'  
SHED

16x20'  
OFFICE

16x42'  
FENCED  
AREA  
STORAGE

FENCE

FENCE

FENCE

FENCE

FENCE

2 CHAIN LINK FENCE // TEMPORARY FENCE FOR THE WINTER  
4 12/01/16

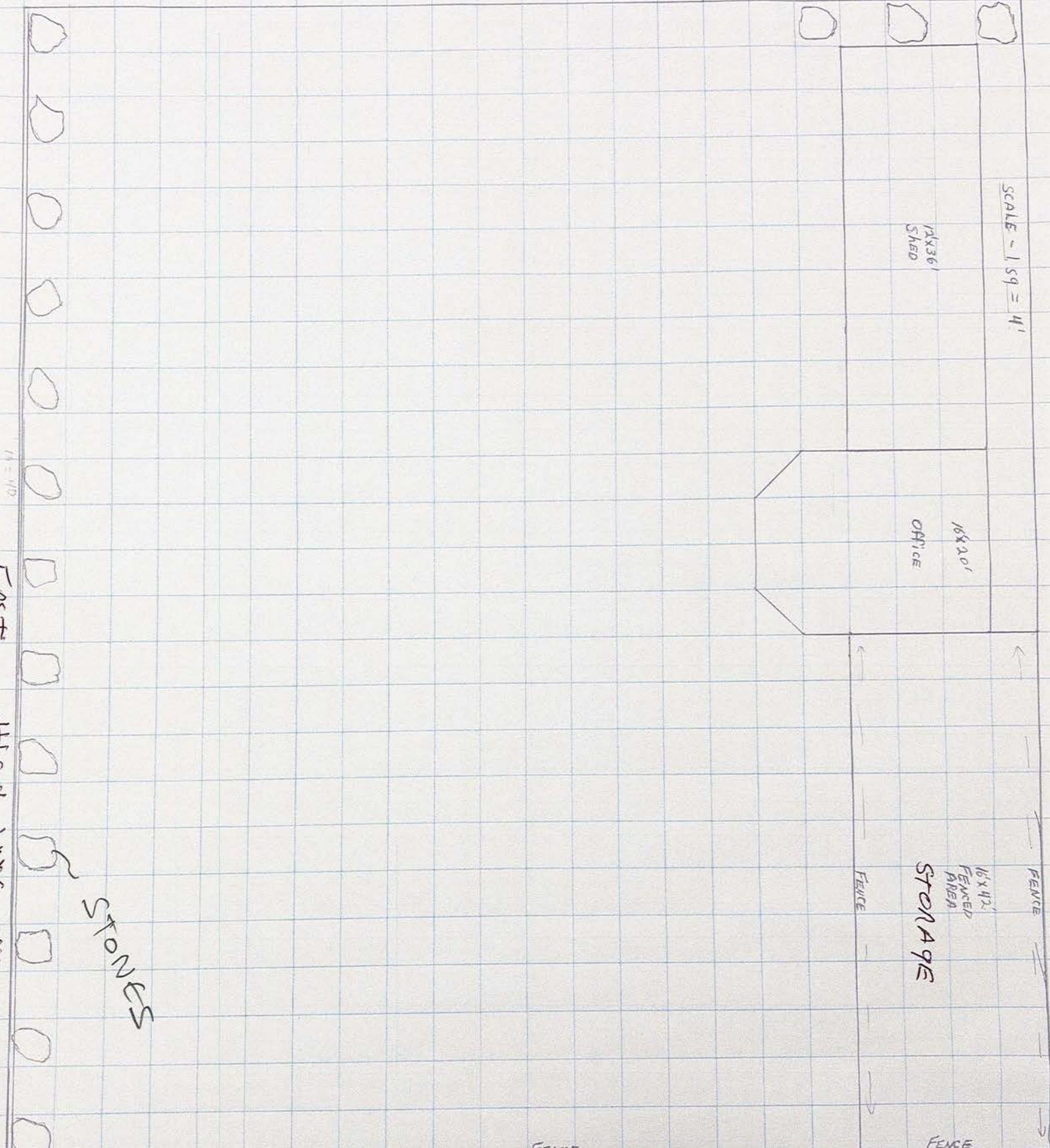
STONES

EAST

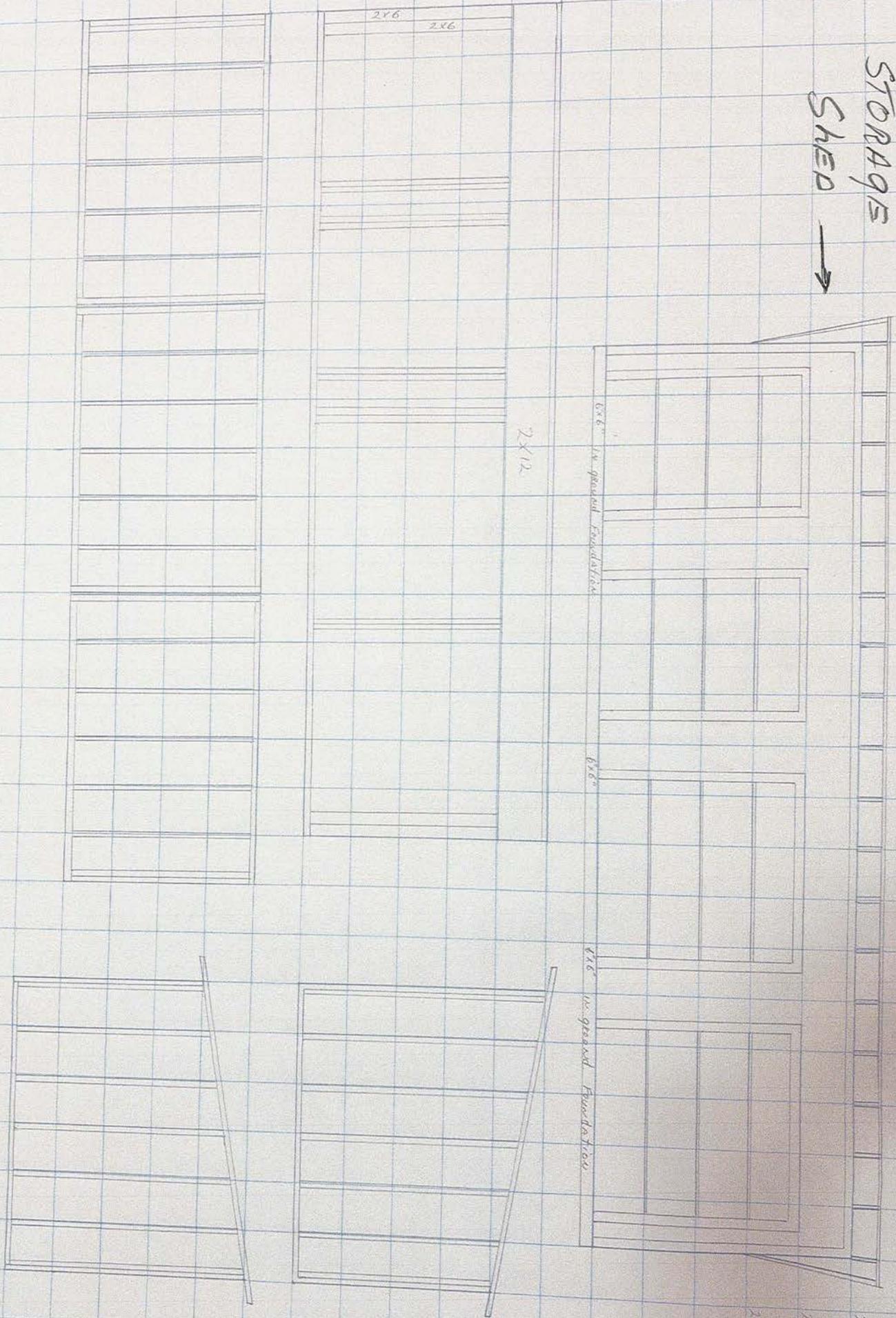
HIGHWAY

JOHN

4 = 40'



STORAGE  
SHED →



## CITY OF HUMBOLDT REPORT

**TITLE:** Discretionary Use – Automotive Sales at Existing Residential Unit  
**PREPARED BY:** Oriyomi Razak, Community Development Coordinator  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 24, 2025

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### RECOMMENDATION

That Council approve a discretionary use application to allow an “existing non-conforming” residential use to continue to exist for a period of five (5) years from the date of approval on a site with an **Automotive sales** business which is a permitted use in zone C3 (Commercial/Industrial Mixed-Use District) at **10560 8th Avenue**, legally described as Blk/Par E, Plan 67H07064.

### BACKGROUND

The City of Humboldt has received a discretionary use application for the operation of an Automotive sales business at an “existing non-conformance” residence located at **10560 8th Avenue**, legally described as Blk/Par E, Plan 67H07064.

*Automotive Sales: a development used for the retail sale or rental of new or used automobiles, motorcycles, snowmobiles, tent trailers, boats, travel trailers or similar light recreational vehicles or crafts, together with incidental maintenance services, sale of parts, automotive accessories, accessory recreational equipment and supplies.*

Section 3.10.1 (g) of Bylaw No. 04/2016 – *The Zoning Bylaw allows council to place a timeline*

- Council may reject the application or approve the application with or without conditions, including a condition limiting the length of time that the use may be conducted on the site.

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

- Conformance with the Official Community Plan and applicable sections of the Zoning Bylaw.

- Serviceability by community infrastructure including roadways, water & sewer services, etc.
- The potential impact of noise, odour, dust, lighting, vibrations, emissions, or other nuisances on nearby residents, workers, property, and future development.
- Landscaping and screening, and, wherever applicable, the preservation of existing vegetation.
- Potential traffic generated by the use, and whether existing roads and parking can adequately accommodate it.
- Presence of activities located in the area and on the site, and effects to the surrounding urban environment.
- Pedestrian safety and convenience both within the site, and in terms of the relationship to the road network in and around the adjoining area.
- All operations shall comply with Saskatchewan Environment and Labour regulations, traffic access to major roads and truck routes.

Section 3.10.4 (18) of Bylaw No. 04/2016 – The Zoning Bylaw requires that all discretionary use applications be reviewed in accordance with the Use-Specific Evaluation Criteria outlined in the bylaw for - Accessory dwelling units to commercial uses:

- Dwelling units attached to commercial establishments shall have a main entrance separate from that of the commercial establishment. An emergency exit must be provided in addition to the main entrance.
- The floor area of an accessory dwelling unit shall be a minimum of 28 square meters but shall not exceed 40% of the combined gross floor area of the dwelling unit and the commercial establishment to which it is accessory. Dwelling units attached and accessory to commercial establishments are distinct from live-work units as described in Section 8.16.

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

- The nature of the proposed site, including its size and shape and the proposed size, shape and arrangement of buildings.
- The accessibility and traffic patterns for persons and vehicles, the type and volume of that traffic and the adequacy of proposed off-street parking and loading.
- The safeguards afforded to minimize noxious or offensive emissions including noise, glare, dust and odour; or

- Any treatment given, as determined by council, to aspects including landscaping, screening, open spaces, parking and loading areas, lighting and signs, but not including the colour, texture or type of materials and architectural detail.

## CURRENT SITUATION

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

The subject property, **10560 8th Avenue (Blk/Par E, Plan 67H07064)**, is located within the municipal boundary and is situated along 8th Avenue, providing direct access, frontage, and visibility within the city street network. The site is bordered to the north (across Highway 5) by a large commercial/industrial operation occupied by **Redhead Equipment**.

To the west and southwest, across Crawley Road, are the **Humboldt Co-op Agro Centre** and the **Humboldt Co-op Cardlock** fuel station, which contain bulk fuel tanks and agricultural supply operations. The south and southeast portions of the surrounding area consist primarily of undeveloped or agricultural land. To the east, the site is bordered by light vegetation, with no major commercial or industrial buildings.

It is important to note that the Discretionary Use process focuses strictly on the proposed use of the property, while any development or building-related matters will be reviewed separately through the development review process.

## OPTIONS

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

## ATTACHMENTS

- A. Site Plan – Google Earth Pro
- B. Site Plan – Intended layout by Applicant
- C. Picture - Cars as displayed by Applicant

## COMMUNICATION AND ENGAGEMENT

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



**FINANCIAL IMPLICATION**

There are no anticipated financial implications.

**CONCLUSION**

In conclusion, allowing the residential use to continue for a period of five (5) years provides a balanced approach that maintains the property owner’s flexibility for alignment to the land use objectives of the C3 – Commercial/Industrial Mixed-Use District.

Administration therefore recommends that Council approve the discretionary use application to allow the existing non-conforming residential use to continue for five (5) years from the date of approval.

10560 8th Avenue

**Legend**

- 📍 10560 8 Ave
- 📍 Humboldt Co-op Agro Centre
- 📍 Humboldt Co-op Cardlock
- 📍 Redhead Equipment



N52°12'12.96"

Redhead Equipment

5

10560 8 Ave

Humboldt Co-op Cardlock

Google Earth

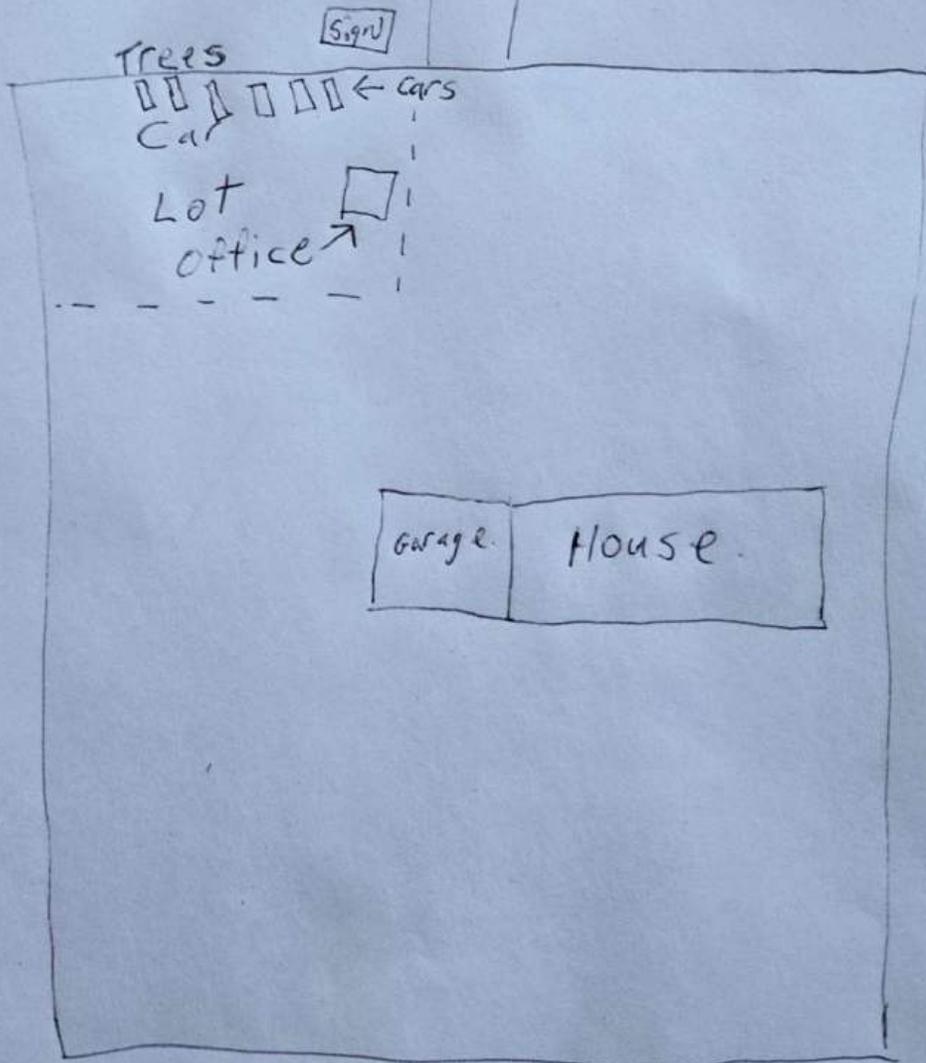


Site Plan  
N

Hwy #5

Grass Area

Grass Area



W

E

S





## 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  
**DATE:** November 24, 2025

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### RECOMMENDATION

That City Council approves 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 approves 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 Bronco's 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 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 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.



# Humboldt & District Museum & Gallery



## 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.

DRAFT

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Carol McLaren- Chairperson

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Date



# HUMBOLDT & DISTRICT MUSEUM & GALLERY

Box 2349 Humboldt, Saskatchewan S0K 2A0

Tel: (306) 682 – 5226 Fax: (306) 682 – 1430

Email: [info@humboldtmuseum.ca](mailto: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.

<u>Accession Number</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### 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:** North Ridge Development Corp, Concept Plan  
**PREPARED BY:** Jarrett Delbridge, Manager of Development and Marketing  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 24, 2025

---

### RECOMMENDATION

That the Ministry of Government Relations (Community Planning) be advised that the City of Humboldt supports the approval of subdivision application SC-0128-25 resulting in the creation of 14 (Fourteen) residential allotments, road allowance parcel, and Municipal Reserve, subject to the following:

- Under authority of Section 172 of The Planning & Development Act, 2007, the City shall require the applicant (North Ridge Development Corp.) to enter into a servicing agreement with the City that will provide services and facilities that directly or indirectly serve the subdivision.

### BACKGROUND

- The City has received an application to subdivide parcel with land description Section 25 Twp 37 Rge 23 W 2 Extension 4 for the purposes of creating residential allotments
- The application submitted by North Ridge Development Corp. was received by the City through Community Planning (the planning authority in this instance) on September 11, 2025

### CURRENT SITUATION

In accordance with The Subdivision Regulations 2014, Community Planning asks that the City provide a certified copy of a resolution recommending the subdivision's approval or refusal 40 days from the receipt of the application. 2 Once this resolution to recommend or refuse has been provided, Community Planning will continue to work with the applicant until all conditions are met (including conditions of other government agencies being consulted) prior to issuance of a Certificate of Approval. The following is an overview of the further requirements by the City (for immediate attention - and moving forward with any other phases of development):

*Servicing Agreement:*

- *Under Bylaw No. 15/2015 (Offsite Charges Bylaw) and in accordance with Section 172 of The Planning & Development Act, 2007, the City is authorized to require a subdivision applicant to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision*

- *The City is in the process of preparing a draft serving agreement, which is currently under review by the City Manager and Manager of Development and Marketing for contribution to the sections of this agreement that directly relate to servicing and infrastructure*

- *Community Planning requires the City complete the negotiation and execution of the agreement with the applicant within 90 days of receipt of the application (or by December 11, 2025). Comprehensive Development Application:*

**OPTIONS**

- Recommend that Community Planning approve the subdivision application subject to conditions
- Recommend that Community Planning Deny the subdivision application.

**ATTACHMENTS**

- Location Plan
- Proposed Plan of Subdivision (Community Planning reference: SA253278)

**COMMUNICATION AND ENGAGEMENT**

Community Planning will be advised of Council direction.

**FINANCIAL IMPLICATION**

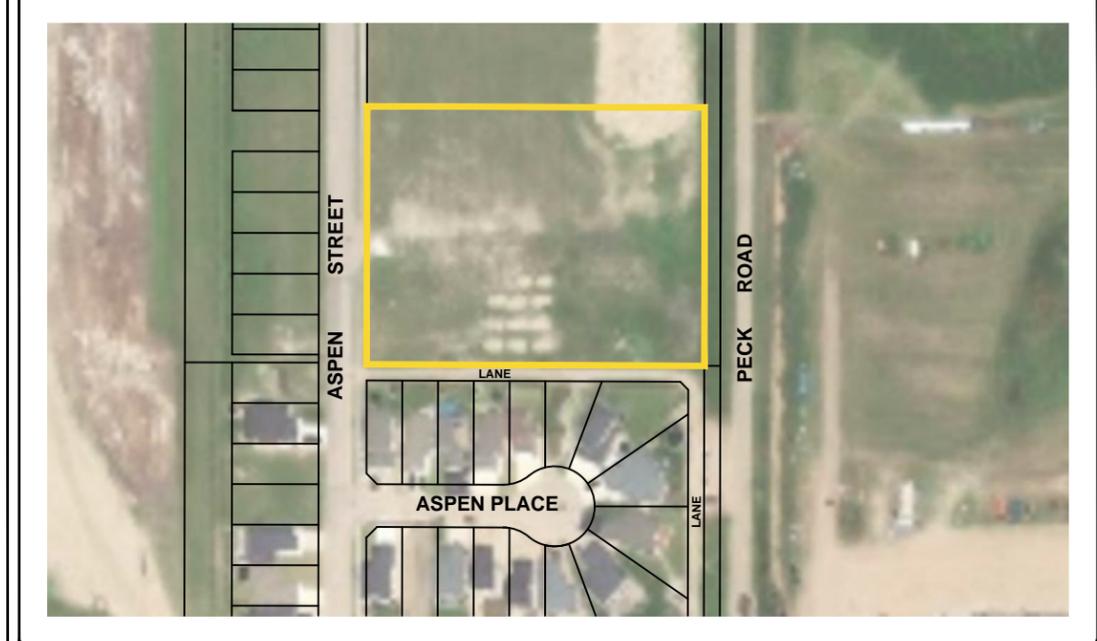
There are no financial implications associated with this process at this time,

**CONCLUSION**

The creation of the proposed lots (and possible future phases) will complement the vision set out in the City's Official Community Plan - and comply with Zoning Bylaw development standards considering the newly proposed R3A zoning designation. The City believes the proposed 14 lot subdivision is serviceable for water, sanitary sewer and storm water.

**PLAN SHOWING:**  
**PLAN OF PROPOSED SUBDIVISION**  
**OF ALL OF**  
**PARCEL D, PLAN No. 102218206**  
**SE 1/4 SEC. 25, TWP 37, RGE 23, W2 Mer**  
**HUMBOLDT, SASKATCHEWAN**  
**2025**

**AERIAL PHOTOGRAPHY: (NOT TO SCALE)**

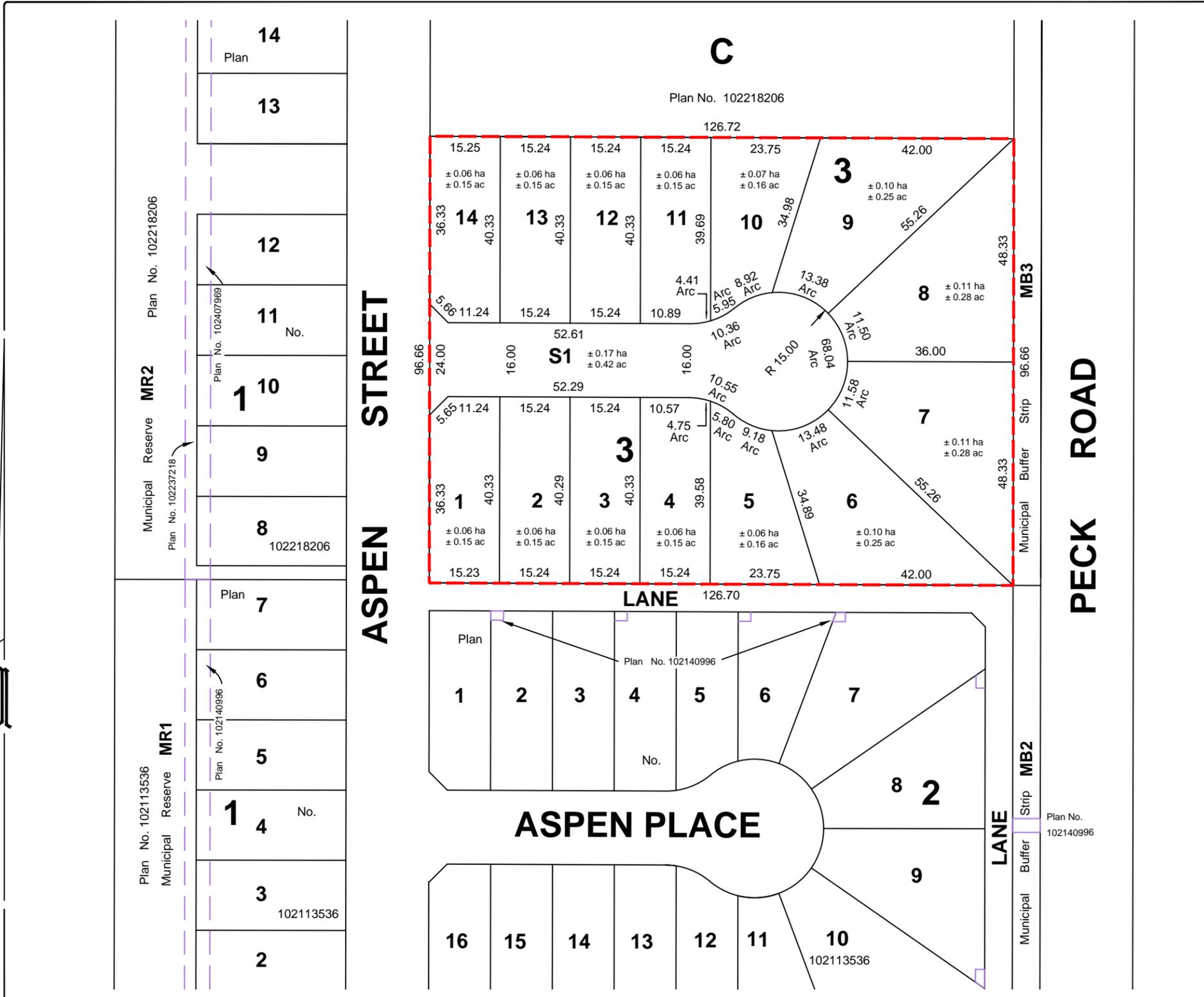


**NOTES:**  
 Measurements are in metres and decimals thereof.  
 Some distances are approximate and may differ from the final plan of survey by as much as 0.5m.  
 Area to be approved is outlined by a heavy dashed line and contains 1.22 ha (3.02 ac).

**SURVEYOR'S CERTIFICATION:**

August 25th, 2025  
 Date

*[Signature]*  
 Saskatchewan Land Surveyor



**LANDOWNERS:**  
 Parcel D, Plan No. 102218206, Ext. 0

\_\_\_\_\_  
 LAND OWNER

**AUTHORITY APPROVAL :**

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ A.D. 2025.

222 Jessop Avenue Saskatoon, Saskatchewan 306-955-5330 www.midwest.ca	No.	DATE	REVISION / ISSUED	JOB No.	Page 1 of 1
	0	JUL 23, 2025	PLAN ISSUED	SC-0128-25	0
SURVEYED BY: --		CALC'D BY: C.O.R.	DRAWN BY: A.M.	SC-0128-25-J1-PPS	

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Our File: SUBD-005156-2025

September 11, 2025

Jarrett Delbridge  
City of Humboldt  
PO Box 640  
HUMBOLDT SK S0K 2A0

Dear Jarrett Delbridge:

RE: **City of Humboldt**  
**SE ¼ Section 25-37-23-W2M**  
**Proposed Residential Lots**

Enclosed is a copy of a subdivision application for Council's comments. Our office will review the proposal in accordance with of *The Planning and Development Act, 2007* (PDA), and any set of regulations or bylaws adopted pursuant to the PDA. Please consider the following in your reply:

- 1. Are you aware of any land uses in the vicinity that would be incompatible with the intended use of the proposed sites, or any site conditions that make the land unsuitable for the intended use?**
- 2. Do you have any facilities that could be affected by the proposed development? If so, please send us a map of your facilities that we can use to assess any site dimension or other changes that might be needed.**
- 3. If you have any requirements of the applicant, please send the details directly to the applicant, and a copy of your correspondence to us. If you require more information about the application, please inform me. We may be able to obtain this information directly if it would assist your office and ours in finalizing our respective comments.**

#### **Municipal Bylaws**

As part of our review, we need to know if the proposal complies with your zoning bylaw and official community plan (if applicable). **In your reply, please list the bylaw sections that the proposal complies with or contravenes.**

... 2

### **Municipal Reserve**

Under clause 183(e) of the PDA, this proposed subdivision is exempt from providing municipal reserve land as the land is included in an area previously subject to the requirements for dedication pursuant to any former Act and there are records confirming that land was dedicated as municipal reserve or that money in lieu of municipal reserve was paid.

### **Surface Drainage & Flood Potential**

Ensuring suitable surface drainage for development is a municipal responsibility. Our initial review of aerial imagery indicates the presence of a number of standing bodies of water and undulating terrain that may be prone to intermittent flooding. Please advise if the RM is aware of any previous flood concerns for the area of the proposed subdivision and whether the municipality has any requirements regarding surface drainage (construction of ditch, placement of culverts, etc.). If so, this may be addressed within a servicing agreement with the developer. **If a surface drainage plan is required, please advise accordingly and provide us with a copy for our records.**

### **Municipal Services**

*The Subdivision Regulations, 2014*, require there to be adequate solid waste, liquid waste and potable water services for lots created through subdivision. Please advise whether liquid waste generated from proposed development on this site can be hauled to and disposed of at your municipal lagoon.

### **Servicing Agreement**

The PDA permits Council to require a servicing agreement with a subdivision applicant to cover the costs of new roads or other municipal services for a new subdivision. Council may only request those services which are authorized by section 172 of the PDA. Please tell us if council requires a servicing agreement for this proposal. An agreement must be negotiated within 90 days of your receipt of this letter after which the applicant may agree to extend negotiations or file an appeal. If you want a sample agreement to consider, please call me as soon as possible, or visit our website at:

<http://www.saskatchewan.ca/government/municipal-administration/community-planning-land-use-and-development/resources/servicing-agreements-and-samples>.

If only minor services are needed, (e.g. service connections or an approach), Council may send the applicant a letter listing the requirements. If the applicant accepts Council's requirements in writing, a formal servicing agreement may not be needed. Your solicitor should be consulted on this.

Your municipality has 40 days to advise Community Planning or servicing agreement requirements, and 90 days to complete the negotiation of the agreement with the applicant. Both the applicant and Community Planning branch should be notified as soon as possible. The applicant may appeal a delay over 90 days, or the proposed terms of the servicing agreement, and request the Saskatchewan Municipal Board to arbitrate the agreement.

**Further Considerations**

***The Subdivision Regulations, 2014, allow you 40 days from your receipt of this letter to send us a certified copy of a resolution recommending the subdivision's approval or refusal.*** If council recommends refusal, state the reasons. Please call me if more time or information is needed.

For your information, I have also enclosed a copy of the acknowledgement letter sent to the surveyor and applicant. Please call me at (306) 933-5749, if more details are needed before you reply.

Sincerely,



Jace Ryan  
Planning Consultant

Enclosure



## CITY OF HUMBOLDT REPORT

**TITLE:** Ice Resurfacer Fleet Replacement

**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services

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

**PREPARED FOR:** City Council

**DATE:** November 24, 2025

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### RECOMMENDATION

That the City award the Ice Resurfacer contract to Big Hill for the purchase of an Olympia Millenium Model H Side Dump at a cost of \$161,177 (including PST).

### BACKGROUND

The City of Humboldt issued RFP #2025-07-CLS for the supply and delivery of a new ice resurfacer for the Elgar Petersen Arena. The intent of the process was to evaluate a range of available technologies, including both propane-powered and battery-electric models, to determine the best solution for the City for the lifespan of the unit.

A total of four proponents submitted fourteen (14) equipment options representing the major resurfacer brands in the Canadian market — Zamboni, Olympia, Engo, and WM Technics. Administration undertook a detailed review using an extensive scoring matrix, which included 17 weighted criteria such as lifecycle cost, operator experience, warranty, service availability, and sustainability.

### CURRENT SITUATION

Administration completed a comprehensive evaluation of all fourteen proposals (Appendix A). Each unit was scored solely on its technical and operational merits, including lifecycle cost, operator experience, warranty, serviceability, and sustainability.

As anticipated, the electric units consistently achieved higher technical scores than propane-powered models. They offer clear long-term advantages related to emission reduction, energy efficiency, and operator comfort. However, these scores did not account for the significant infrastructure costs associated with transitioning to electric equipment — such as charging station installation, electrical panel upgrades, and facility modifications.

In evaluating the results, Administration considered two primary approaches:

### **Option A – Transition to Electric:**

While technologically superior, all electric units exceeded the approved budget of \$170,000 — ranging from approximately \$174,000 to \$244,000 before infrastructure costs. Only one unit, the Engo Ice Puma, fell within budget, but it was not suitable for a regulation-size surface. Additionally, several of the highest-scoring electric models feature front-dump configurations, which would require significant modifications to the existing resurfacer room and snow pit.

The cost to both acquire an electric unit and upgrade the facility would substantially exceed the available capital budget.

### **Option B – Maintain a Propane-Powered Unit:**

Retaining a propane unit allows the City to replace the current machine without triggering major facility upgrades or electrical infrastructure work, while still positioning the organization to plan a structured transition to electric in a future budget cycle. Three side-dump options were received, ranging in price from \$141,112 to \$161,177.

Three propane-powered units with side dump capabilities were proposed by two separate proponents, Olympia and Zamboni. The proposed unit from Olympia scored higher and offers a shorter delivery timeline, while the options from Zamboni offered the lower price points.

### **Proposed Solution**

Following the evaluation and consideration of both fiscal and operational impacts, Administration recommends awarding the RFP to Big Hill Services Ltd. for the supply of one Olympia Millennium Model H Side Dump ice resurfacer. This recommendation reflects a balanced approach between maintaining operational continuity and fiscal responsibility. While the electric models performed better on technical criteria, their combined acquisition and infrastructure costs exceed the approved budget and would introduce additional project complexity at this time.

By selecting the Olympia Model H Side Dump:

- The City remains within budget and avoids unplanned facility modification costs.
- Operators continue using familiar equipment, ensuring seamless transition and reduced training time.

- Fleet consistency is maintained, supporting operational efficiency and parts interchangeability.

This approach provides an immediate and practical solution for the City's current needs, while allowing Administration to develop a comprehensive transition plan to an electric resurfacer as part of a future capital cycle.

#### **OPTIONS**

1. Approve the purchase of an Olympia Model H side-dump ice resurfacer.
2. Direct Administration to further review the Electric ice resurfacer option.
3. Direct Administration to further review other non-electric options further.

#### **ATTACHMENTS**

NA

#### **COMMUNICATION AND ENGAGEMENT**

NA

#### **FINANCIAL IMPLICATION**

The approved 2025 Capital Budget includes \$170,000 for the replacement of the Elgar Petersen Arena ice resurfacer. The recommended Olympia Millennium H Side Dump can be purchased for \$161,177 plus applicable taxes, keeping the project within the approved funding envelope. The fleet plan estimates a resale value of \$50,000 from the existing unit which will be sold next year and those proceeds will contribute to the fleet reserve.

#### **CONCLUSION**

The recommended purchase offers a practical and fiscally responsible solution that maintains operational consistency and reliability within the City's ice resurfacer fleet. While future transitions to electric technology remain a long-term objective, the Olympia Millennium H Side Dump provides the best balance of performance, availability, and budget alignment for the City's immediate needs.

**APPENDIX A:  
ICE RESURFACER OPTION SCORING**

**Technical Quality** (operator experience, controls, design, systems, etc.) 40%  
**Price & Lifecycle Cost** (initial purchase price, cost of ownership, retained value) 30%  
**Service Support & Sustainability** (warranty/service/parts, delivery, etc.) 30%

<u>Proponent</u>	<u>OPTION</u>	<u>VALUE (incl. PST)</u>	<u>Score</u>
<b>ELECTRIC</b>			
Global Sport Resources Ltd.	WM Shira	\$212,000	85.3
ENGO Equipment Sales Inc.	Ice Wolf Smart	\$180,387	84.9
Global Sport Resources Ltd.	WM Mammoth	\$243,800	83.6
ENGO Equipment Sales Inc.	Ice Puma XLE	\$169,730	82.4
Big Hill Services Ltd.	Olympia Millenium Model E Front Dump w/ Stainless Steel Chassis	\$215,922	77.9
Big Hill Services Ltd.	Olympia Millenium Model E Front Dump	\$191,754	76.1
Ferm-Marc Equipment Ltd.	Zamboni 450 Lithium Ion	\$174,476	75.8
Big Hill Services Ltd.	Olympia Millenium Model E Side Dump w/ Stainless Steel Chassis	\$229,914	75.1
Big Hill Services Ltd.	Olympia Millenium Model E Side Dump	\$205,746	74.6
Ferm-Marc Equipment Ltd	Zamboni Model 650 LI	\$203,816	73.1
<b>PROPANE</b>			
Big Hill Services Ltd.	Olympia Millenium Model H Front Dump	\$154,537	71
Big Hill Services Ltd.	Olympia Millenium Model H Side Dump	\$161,177	70.4
Ferm-Marc Equipment Ltd.	Zamboni 446	\$134,991	69.6
Ferm-Marc Equipment Ltd	Zamboni 526	\$148,241	68.9

**APPENDIX B:  
NON-ELECTRIC SIDE DUMP OPTIONS**

<u>Proponent</u>	<u>OPTION</u>	<u>VALUE (incl. PST)</u>	<u>Score</u>
Big Hill Services Ltd.	Olympia Millenium Model H Side Dump	\$161,177	70.4
Ferm-Marc Equipment Ltd.	Zamboni 446 – Side Dump Option	\$141,112	69.6
Ferm-Marc Equipment Ltd	Zamboni 526 – Side Dump Option	\$154,362	68.9

\*Purchase price of Zamboni models 446 and 526 increased with the conversion to a side-dump as per the rates outlined in their proposal.

## 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  
**PREPARED FOR:** City Council  
**DATE:** November 24, 2025

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## RECOMMENDATION

That City Council approves 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 an 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 support 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)

## COMMUNICATION 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 reflect best engineering practice and align 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

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## CHAPTER 1. INTRODUCTION & GENERAL REQUIREMENTS

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### 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](mailto: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

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### 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 portion(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

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### 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

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### 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 (m<sup>0.37</sup>/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 with 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 be 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 elastomeric 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**

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### **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 5-1. 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<sup>3</sup>/s)

A = Cross-sectional area of pipe (m<sup>2</sup>)

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<sup>1/3</sup>)

### 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 Slope 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<sup>0.37</sup>/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/m<sup>3</sup> 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

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### 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 (m<sup>3</sup>) of SWSBs can be estimated from 750m<sup>3</sup>/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:

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

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 Level 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 (m<sup>3</sup>/s)

A = Cross sectional area of pipe (m<sup>2</sup>)

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<sup>1/3</sup>)

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 m<sup>2</sup> 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 200m 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 between 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/m<sup>3</sup> 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

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### 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

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### 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 <sup>a</sup> (km/h)	50	50-60	50-80
Street Width (m)	20 <sup>b</sup>	24	30
Typical Pavement Width (m)	10.5 <sup>c</sup>	11.8	13
Minimum Radius of Curvature (m)	90	150	500
Minimum Corner Cuts at Intersections (m) <sup>d</sup>	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 Crescents – Outer Side Only Streets / Aves / Drives – One Side <sup>e</sup>	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

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### 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 minister 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-graded 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-graded 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 warranted 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:

$$Q = 0.0028 C I A \text{ (m}^3\text{/s)}$$

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

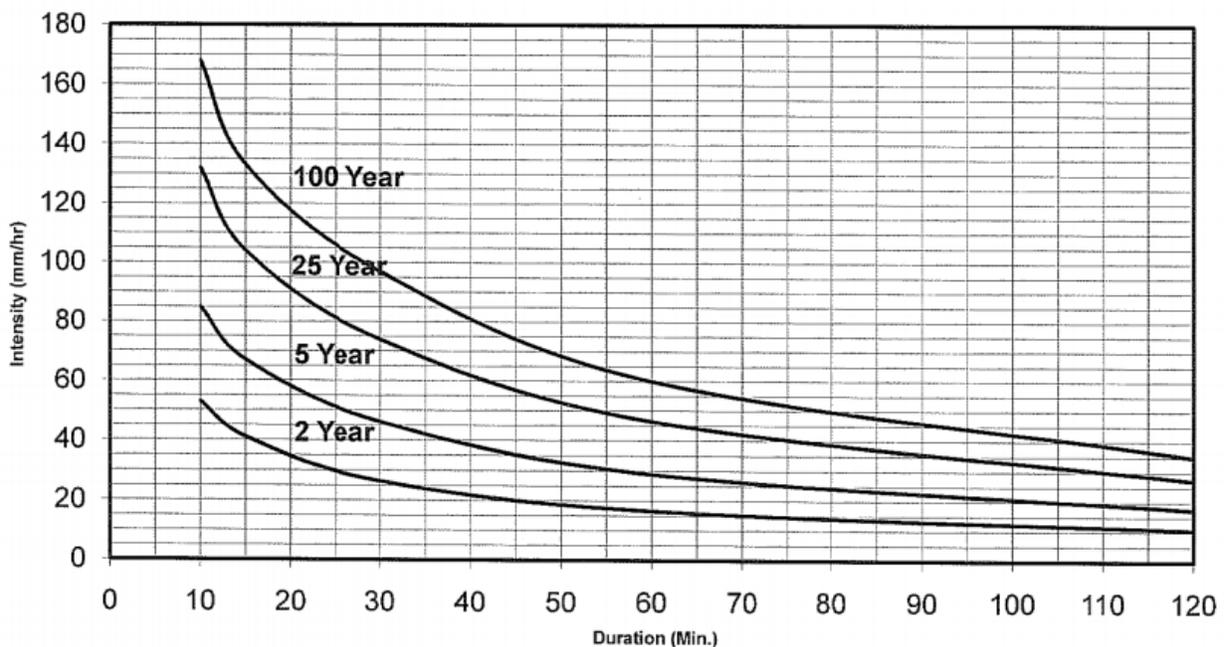
tc = time of concentration for the basin for the particular event (min).

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  
Intensity-Duration-Frequency (IDF) Curves  
University of Saskatchewan and Saskatoon Airport  
1926 to 1986 (61 years)



## 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:** Community Gathering Place Roof Project  
**PREPARED BY:** Michael Ulriksen, Director of Community and Leisure Services  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** November 24, 2025

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### RECOMMENDATION

That the City decline the funding request from the Community Gathering Place for financial support toward their roof replacement project.

### BACKGROUND

The Community Gathering Place is a long-standing volunteer-run facility that provides accessible, low-cost space for community gatherings, family events, fundraisers, and cultural activities. It is one of the few non-profit facilities in Humboldt that regularly hosts events for local organizations, seniors, and families who may not have access to larger or more formal venues.

The facility is managed by a volunteer Board of Directors that oversees day-to-day operations, maintenance, scheduling, and financial management. The Gathering Place contributes meaningfully to community life by offering affordable space that supports connection, recreation, and local engagement.

In recognition of this role, the City of Humboldt provides a 30% property tax exemption on the land and improvements for the facility, consistent with other community-owned non-profit buildings that provide a public service.

### CURRENT SITUATION

The City has received correspondence from the Community Gathering Place Board requesting financial assistance to support the replacement of the facility's roof. The organization indicated that the existing roof has reached the end of its useful life, and that failure to undertake repairs may jeopardize the facility's long-term sustainability.

The scope includes a full replacement project, which would involve the removal and disposal of existing shingles, installation of new sheeting, moisture barrier, flashing and

shingles, along with the cost for temporary fencing. The board has begun soliciting price quotes from local contractors for the work. Initial estimates led the board to inform Council that a \$100,000 fundraising campaign would be required to complete the project, including some contingency room.

The Board anticipates that it may take up to two years to raise its portion of the project costs and estimates that total costs may increase by approximately 15% per year if delayed into 2026 or 2027. To support the project, the organization has initiated fundraising activities, including a concert series beginning in the new year and a community tradeshow in partnership with a local distributor, with proceeds to be directed toward the roof fund.

Historically, the City of Humboldt has not provided direct funding for capital improvements to facilities that are not City-owned. While the City does provide matching funding for park-related projects, these are limited to City-owned infrastructure within municipal parks and green spaces.

The Community Gathering Place's ongoing property tax exemption represents the City's recognition of its value and contribution to the community. Expanding this to include capital contributions would establish precedent for similar requests from other non-City facilities and create financial implications for future budget considerations.

## **OPTIONS**

1. Deny the funding request from the Community Gathering Place.
2. Approve the amount requested by the Community Gathering Place.
3. Approve an alternative funding amount than requested.
4. Provide alternative direction to administration.

## **ATTACHMENTS**

1. Community Gathering Place Letters – Submitted to the October 25, 2025, Council Meeting

## **COMMUNICATION AND ENGAGEMENT**

The Community Gathering Place has submitted two letters to Council outlining the project details, financial position, and fundraising plans, followed by an additional letter in response to additional questions from Administration.

**FINANCIAL IMPLICATION**

There is no financial impact to the City if the recommendation is approved and no funding is awarded.

Should Council choose to provide a contribution, funds would need to be allocated through the 2026 budget process or transferred from an existing reserve. No specific reserve currently exists for this type of funding request.

**CONCLUSION**

The Community Gathering Place continues to be a vital community asset, offering affordable and accessible space for local events and gatherings. The volunteer Board’s proactive fundraising efforts and transparency in outlining project costs and timelines demonstrate strong commitment to maintaining this important facility.

While the request for direct municipal funding falls outside of the City’s current funding parameters for non-City-owned infrastructure, Administration recognizes the importance of the project and remains committed to assisting the organization in identifying external funding programs and community partnership opportunities.

Maintaining the City’s established approach ensures consistency, fairness, and fiscal responsibility while continuing to support community-led initiatives through indirect means such as property tax exemptions and advisory assistance.

Humboldt Community Gathering Place Inc.  
Box 1328  
Humboldt, SK S0K 2A0  
306-682-3864  
manager.cgp@sasktel.net



October 21, 2025

To the City of Humboldt.

Correspondence seeking Council resolution

Subject: The Community Gathering Place capital campaign for a new roof!

At the last Council meeting a representative of the Gathering Place asked the Council for a guarantee of \$50,000 from the city providing we raise the remainder of the funds for a new roof.

We now ask for a commitment from the Council on our request.

Sincerely,

Tammy Washkowsky

Board Chair of the Community Gathering Place

e-mail, [chair.cgp@sasktel.net](mailto:chair.cgp@sasktel.net)

cc, [manager.cgp@sasktel.net](mailto:manager.cgp@sasktel.net)

Humboldt Community Gathering Place Inc.  
Box 1328  
Humboldt, SK S0K 2A0  
306-682-3864  
manager.cgp@sasktel.net



August 10, 2025

To the City of Humboldt.

Subject: The Community Gathering Place is launching a capital campaign for a new roof!

The Community Gathering Place is a dynamic multiuse facility that has been located in the heart of downtown Humboldt for almost 100 years. Originally built in 1928 as the Knights of Columbus Hall, this building has served to bring many diverse communities in Humboldt together for sports, arts, recreation, fellowship and community – all at a cost that is reasonable for small and mid-sized organizations.

With the space in use for approximately one-third of the year, it's hard to overstate the diversity of the usage and membership.

As a large hall, the space is suitable for physical recreation, so groups that serve youth and seniors, such as *Forever in Motion* and *Humboldt Tae Kwon Do*, are able to keep their memberships accessible and affordable.

The Community Gathering Place is also the *only proscenium arch theatre* in the city, making it the home not only of the popular *Humboldt Theatre Club*, but it is also a popular venue for concerts arranged by *Arts Humboldt*, *the Futuristics Choir*, and *local performers* who regularly sell out concerts.

Local faith-based communities also take advantage of the space, including *Harvest Pentecostal*, *Grace Life Ministry* and *Humboldt Mussalah*. Many of these worshippers are members of the Humboldt Newcomer community and need an affordable and accessible location to worship if they are not members of any of Humboldt's existing church.

The Gathering Place also offers community to combat social isolation, with regular card games, social functions, healing sessions, and other activities happening all year round.

The community that accesses the services of the Gathering Place are diverse, multidisciplinary, and often not in a position to pay the higher rental fees at other locations. The Gathering Place is **accessible** – both physically and culturally, **affordable** when compared to other local options, **independent** as the rental fees are responsibly managed and are able to cover all annual operating costs, **adaptable** as it is able to accommodate a wide variety of usage needs, and located **downtown** in a building that has been part of Humboldt's history since 1928.

**Humboldt Community Gathering Place Inc.**

Box 1328

Humboldt, SK S0K 2A0

306-682-3864

manager.cgp@sasktel.net



This volunteer-run non-profit takes the stewardship of the building and their relationships seriously, and it is with that in mind that we are in the beginning stages of a capital campaign to raise \$100,000 to replace the shingles on the roof, as the age and condition of the roof is putting the building at risk.

Our capital campaign includes fundraising, grant applications, and private sponsorship, but we were hoping that at municipality would also play a roll. With the 100<sup>th</sup> anniversary of the building in 2028, we are hoping to have this work done by the fall of 2028 – which is 100 years after the Knight of Columbus laid the foundation for this building that has been in the heart of Humboldt for so long.

We would like to send a delegation to a council meeting this September to discuss this further. We would appreciate any guidance you can offer as to what we would bring to council at this time, including financial records, memberships lists, or usage statistics.

We are confident that we can agree that another empty building in downtown Humboldt will be detrimental to the whole community, and we would very much appreciate the opportunity to discuss how the City of Humboldt may be able to help us maintain this vibrant and affordable space for another 100 years.

Sincerely,

Tammy Washkowsky

Board Chair of the Community Gathering Place

e-mail, [chair.cgp@sasktel.net](mailto:chair.cgp@sasktel.net)

cc, [manager.cgp@sasktel.net](mailto:manager.cgp@sasktel.net)

## 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:** City Council  
**DATE:** November 24, 2025

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### RECOMMENDATION

That this report be accepted for information and filed.

### 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 3<sup>rd</sup> Ave tuning onto Main Street.

#### *Bylaw Clarity*

- Staff revised Schedule “D” to improve readability and usability. Updates include street addresses and brief descriptions, providing flexibility for field staff when placing signs.
- Two off-street parking stalls at the public school off 7th Street were removed from the bylaw. Referenced as item (g), these stalls are accessed via a driveway and are clearly on school property, making them outside the bylaw’s scope.

- Confirmation with Bylaw Services indicates that the city enforces signs only on road rights-of-way (city streets) or city parking lots.

## OPTIONS

1. Approve the bylaw amendments.
2. Decline the bylaw amendments.

## ATTACHMENTS

- Current Schedule “D”
- Proposed Bylaw Amendment: Bylaw #17/2025
- Proposed accessibility stall (In Blue):



## COMMUNICATION 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.

***CURRENT BYLAW VERSION***

**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 6<sup>th</sup> Avenue from the intersection of 6<sup>th</sup> Avenue and Main Street as so designated by signs.
- c) 7<sup>th</sup> 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 6<sup>th</sup> 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 5<sup>th</sup> 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 6<sup>th</sup> 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 7<sup>th</sup> 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 2<sup>nd</sup> 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 7<sup>th</sup> Street known as the Humboldt Therapy Centre as so designated by signs.

# **CITY OF HUMBOLDT**

## **BYLAW NO. 17/2025**

### **A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO AUTHORIZE AMENDMENTS TO TRAFFIC BYLAW NO. 05/2016**

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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 24<sup>th</sup> day of November 2025.

READ a second time this 24<sup>th</sup> day of November 2025.

READ a third and final time this this 24<sup>th</sup> 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) 619 17<sup>th</sup> Street – Various parking locations as so designated by signs.
- b) 239 Main Street - 1 stall on the west side of Main Street as so designated by signs.
- c) 502 Main Street – 2 stalls on the north side of 5<sup>th</sup> Avenue as so designated by signs.
- d) 531 Main Street - 1 stall on the west side of Main Street as so designated by signs.
- e) 639 Main Street – 1 stall on the west side of Main Street, south edge of property as so designated by signs.
- f) 601 Main Street – 1 stall on the north side of 6<sup>th</sup> Avenue as so designated by signs.
- g) 521 7<sup>th</sup> Street – 1 stall on the west side of 7<sup>th</sup> Street as so designated by signs.
- h) 637 9<sup>th</sup> Street – 1 stall on the south side of 7<sup>th</sup> Avenue as so designated by signs.
- i) 701 6<sup>th</sup> Avenue – 1 stall on the north side of 6<sup>th</sup> Avenue as so designated by signs.
- j) 1012 6<sup>th</sup> Avenue – 1 stall on the south side of 6<sup>th</sup> Avenue as so designated by signs.
- k) 706 2<sup>nd</sup> Avenue – 1 stall on the south side of 2<sup>nd</sup> Avenue, west of 7<sup>th</sup> Street as so designated by signs.



## CITY OF HUMBOLDT REPORT

**TITLE:** Subdivision Request – Proposed Block 17, Lot 48

**PREPARED BY:** Jarrett Delbridge Manager of Development and Marketing

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

**PREPARED FOR:** Regular Council

**DATE:** November 24, 2025

### RECOMMENDATION

That the City of Humboldt approve the subdivision of Lot 48, Plan 99H00626 as shown in Attachment A – The Plan of Proposed Subdivision, and further.

That, if it is determined that MR was not previously dedicated for the subject area, then a total of \$5,100 be allocated to the City’s Dedicated Lands account.

### BACKGROUND

The City of Humboldt has been asked by the Community Planning Branch of the Government of Saskatchewan (“Community Planning”) to comment on an application to Subdivide, Plan 99H00626 to create Lots 48, Block 17.

The subdivision application was made by Meridian Surveyors on behalf of the City of Humboldt (“the City”). The plan is to subdivide 1 residential lot into 2 lots sized to service a duplex unit.

Construction has already begun on these units. Foundations have been formed and framing has begun.

### CURRENT SITUATION

#### Zoning Bylaw

The application is compliant with *Bylaw No. 04/2016 – The Zoning Bylaw* as it is zoned R1 Low density Residential. The proposed use is deemed acceptable based on our current by laws.

#### OCP

The application is compliant with the City’s *Official Community Plan (“OCP”)* as the area is designated as a residential land use in “Map 1 – Future Land Use Concept.”

## **OPTIONS**

1. Approve the subdivision of the land and the letter from Community Planning.
2. Not approve the subdivision of the land and the letter from Community Planning.

## **ATTACHMENTS**

- A. Plan of Proposed Subdivision
- B. Letter from Community Planning requesting the City's input

## **COMMUNICATION AND ENGAGEMENT**

Upon decision, a letter will be sent to Community Planning, along with the Council Resolution, communicating Council's decision.

## **FINANCIAL IMPLICATION**

There is no Financial Implications currently for the City.

## **CONCLUSION**

The City of Humboldt has applied to subdivide lot 48, Plan 99H00626 to create additional residential housing in an established neighbourhood. Approving the subdivision will help provide two new residential units to the City. The subdivision is in line with both the Zoning Bylaw and OCP of the City.

## CITY OF HUMBOLDT REPORT

**TITLE:** Blue Stone Builders Group, Concept Plan  
**PREPARED BY:** Jarrett Delbridge, Marketing & Development Manager  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Regular Council  
**DATE:** November 24, 2025

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### RECOMMENDATION

That the Ministry of Government Relations (Community Planning) be advised that the City of Humboldt supports the approval of subdivision application SA253278 resulting in the creation of 30 (Thirty) residential allotments, road allowance parcel, and Municipal Reserve, subject to the following:

- Under authority of Section 172 of The Planning & Development Act, 2007, the City shall require the applicant (Bluestone Builders Group) to enter into a servicing agreement with the City that will provide services and facilities that directly or indirectly serve the subdivision.

### BACKGROUND

- The City has received an application to subdivide parcel with land description Section 19 Twp 37 Rge 22 W 2 Extension 4 for the purposes of creating residential allotments
- The application submitted by Bluestone Builders Group was received by the City through Community Planning (the planning authority in this instance) on September 22, 2025
- Bluestone has recently completed some preliminary excavations for the purpose of surveying the land, and to help with the detailed design process.

### CURRENT SITUATION

In accordance with The Subdivision Regulations 2014, Community Planning asks that the City provide a certified copy of a resolution recommending the subdivision's approval or refusal 40 days from the receipt of the application. 2 Once this resolution to recommend or refuse has been provided, Community Planning will continue to work with the applicant until all conditions are met (including conditions of other government agencies being consulted) prior to issuance of a Certificate of Approval. The following is an

overview of the further requirements by the City (for immediate attention - and moving forward with any other phases of development):

*Servicing Agreement:*

- *Under Bylaw No. 15/2015 (Offsite Charges Bylaw) and in accordance with Section 172 of The Planning & Development Act, 2007, the City is authorized to require a subdivision applicant to enter into a servicing agreement to provide services and facilities that directly or indirectly serve the subdivision*
- *The City is in the process of negotiating a service agreement with Bluestone Builders Group.*
- *Community Planning requires the City complete the negotiation and execution of the agreement with the applicant within 90 days of receipt of the application (or by December 22, 2025).*

**OPTIONS**

- Recommend that Community Planning approve the subdivision application subject to conditions
- Recommend that Community Planning Deny the subdivision application.

**ATTACHMENTS**

- Location Plan
- Proposed Plan of Subdivision (Community Planning reference: SA253278)

**COMMUNICATION AND ENGAGEMENT**

Community Planning will be advised of Council direction.

**FINANCIAL IMPLICATION**

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

**CONCLUSION**

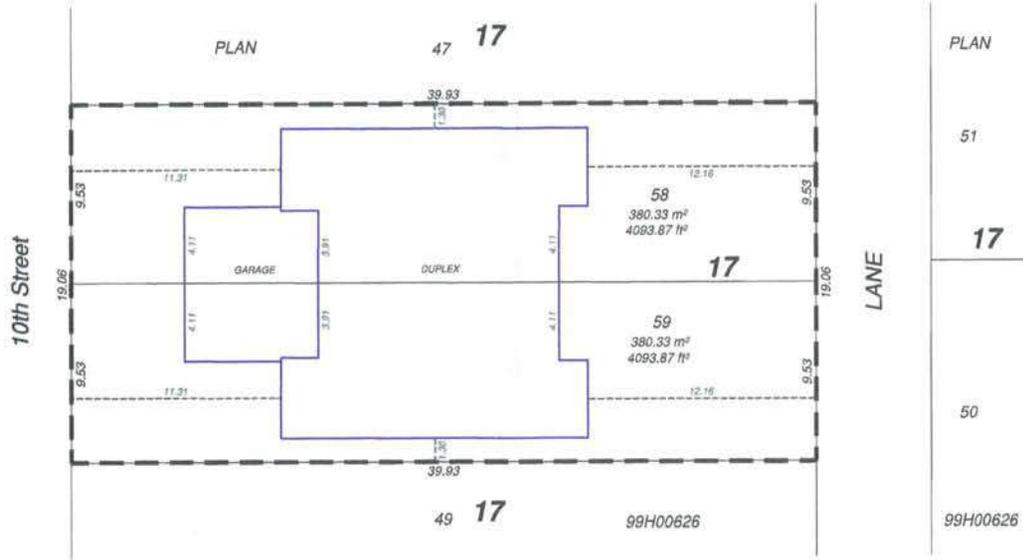
The creation of the proposed lots (and possible future phases) will complement the vision set out in the City's Official Community Plan - and comply with Zoning Bylaw development standards considering the newly proposed R2 zoning designation. The City believes the proposed 30 lot subdivision is serviceable for water and sanitary sewer (with storm water management being achieved by turning the existing MR space into a storm pond pending further information being provided to the City)

**PLAN OF PROPOSED SUBDIVISION**  
 OF ALL OF  
**LOT 48 - BLOCK 17 - PLAN 99H00626**  
**S.E. ¼ SEC.30-TWP.37-RGE.22-W.2Mer.**  
**CITY OF HUMBOLDT, SK**

SCALE 1:250

**NOTES**

PRELIMINARY SURVEY DONE ON SEPTEMBER 25, 2025.  
 PORTION TO BE SURVEYED IS OUTLINED IN A HEAVY DASHED LINE, AND CONTAINS  
**760.66 m<sup>2</sup>. (8187.74 ft<sup>2</sup> acres).**  
 MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.  
 DISTANCES ARE APPROXIMATE AND MAY VARY BY ± 0.5 METRES.  
 SOURCE PARCEL NUMBER IS 113879638.



Daniel L. Codling  
 Saskatchewan Land Surveyor

REPRESENTATIVE of BRICK & STONE VENTURES LTD.  
 Approval: Owner LOT 48 - BLOCK 17 - PLAN 99H00626

No.	REVISIONS	DATE	DR.	CH.
0	Preliminary Plan	October 2, 2025	hk	gar
FILE: SA253961		DWG: SA253961DEV		



November 6, 2025

Our File: SUBD-005411-2025

Surveyor File: SA253961

Dryden Block  
Brick and Stone Ventures Ltd.  
PO Box 3460  
MUNICIPALITY SK POSTAL CODE

Dear Dryden Block:

**RE: City of Humboldt  
Lot 48, Block 17 – Plan 99H00626  
Proposed Residential Lots**

Your subdivision application was received on October 28, 2025. *The Planning and Development Act, 2007* (PDA), requires us to send a copy of the application for comments to the offices listed below. They have 40 days to reply to us. Some offices may contact you for more information.

SaskPower  
SaskEnergy/TransGas  
SaskTel  
City of Humboldt (J. Delbridge, Planning)

The following matters must be addressed to complete your application. More detail may be needed as our review proceeds.

#### **Utility Declaration Form**

The Utility Declaration submitted with your application will assist with expediting the subdivision review process. **This does not replace the requirement to sign easements for existing facilities that may be required by utility companies.**

#### **Current Title Information**

As per section 5 of *The Subdivision Regulations, 2014*, a completed subdivision application is to include current copies of title from all involved parcels of the proposed subdivision. Please submit current copies of the titles from each involved parcel in order for the application to be deemed complete.

... 2

### **Municipal Reserve**

Under clause 183(e) of the PDA, this proposed subdivision is exempt from providing municipal reserve land as the land is included in an area previously subject to the requirements for dedication pursuant to any former Act and there are records confirming that land was dedicated as municipal reserve or that money in lieu of municipal reserve was paid.

### **Municipal Bylaws**

As part of our review, we need to know if the proposal complies with the City of Humboldt municipal planning bylaws. We have asked the RM for confirmation of compliance.

### **Servicing Agreement**

The PDA permits a council to require a servicing agreement with a subdivision applicant to cover the costs of new roads or other municipal services for a new subdivision. An agreement may require the developer to provide certain services or pay fees for the capital cost of providing, altering, expanding or upgrading specific services. Capital cost means the municipality's estimated cost of providing construction, planning, engineering and legal services directly related to those services to be undertaken by the municipality or the applicant as authorized by section 172 of the PDA.

The amount of fees to be paid by the applicant are to be specified in the agreement. It is the municipality's responsibility to set the fee in advance to ensure transparency and include all fees for applicants to fully understand the total amount to be paid prior to signing the agreement. Specifying the fee in the agreement allows an applicant to consider the full agreement of services and fees during the negotiation of the servicing agreement.

If an applicant disagrees with the services required to be provided, the amount of fees to be charged or if an agreement cannot be reached within 90 days, appeal of the servicing agreement can be made to the Planning Appeals Committee, Saskatchewan Municipal Board in accordance with subsections 176(1) through (4). Negotiations of such matters can be complex and challenging for which seeking legal advice is advisable.

### **Further Considerations**

During the course of our review we may identify further information required to complete the application, and we will advise you accordingly. We will endeavour to issue a decision within 90 days of our receipt of all required information. This time limit may be extended by mutual consent. Pursuant to Section 134 of the PDA, you may, within 30 days after this time limit expires, appeal in writing to the Saskatchewan Municipal Board. Information on the appeal process is available at: [www.smb.gov.sk.ca/planning\\_appeals.htm](http://www.smb.gov.sk.ca/planning_appeals.htm).

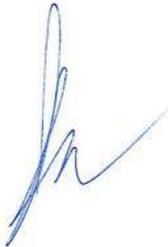
**Until our decision has been issued, you should not undertake any construction or site preparation work, nor should you enter into any binding agreements for such work or for selling the proposed property.**

**Fees**

Our application fees are \$300.00 for each new parcel resulting from the proposed subdivision, plus \$150.00 for issuing a Certificate of Approval. Additional fees may be required for such things as interest registration which will be explained in later correspondence. Thank you for your payment covering our examination and approval fees. Please accept this as a receipt of payment.

Please call me if more details are needed or you wish to discuss further.

Sincerely,



Jace Ryan  
Planning Consultant

cc: City of Humboldt (jarrett.delbridge@humboldt.ca)  
Dan Codling, Meridian Surveys Ltd. (dan.codling@meridiansurveys.ca)

## CITY OF HUMBOLDT REPORT

**TITLE:** Street Naming – Keystone Place (Bluestone Development)  
**PREPARED BY:** Oriyomi Razak, Community Development Coordinator  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** Council Meeting  
**DATE:** November 24, 2025

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### RECOMMENDATION

That Council approve the proposed street name **“Keystone Place”** for the cul-de-sac in the new Bluestone Development subdivision, as submitted by Mr. Thomas Stadnyk.

### BACKGROUND

The proposed development, to be marketed as **“Keystone,”** is a new residential subdivision by **Bluestone Developments**, led by local developer Mr. Thomas Stadnyk. The project will comprise approximately 30 residential lots, with construction and sales planned to occur in two to three phases, depending on market demand.

The existing 12th Street will serve as the main access route, with a new cul-de-sac proposed to be named **“Keystone Place.”** The developer intends to prioritize the build-out and sale of lots along 12th Street first to maintain an orderly pattern of development.

A strong emphasis will be placed on landscaping and aesthetic design to create a cohesive, clean, and visually appealing residential area that contributes positively to the City’s overall appearance.

### CURRENT SITUATION

The Naming Policy allows private developers to propose street names within City limits for Council’s consideration. Section 5 of the policy states:

*“Private developers developing subdivisions within City limits may provide the City with suggested names for streets in their development for Council’s consideration. Council maintains the right to approve or deny the developer’s suggestion.”*

The proposed name **“Keystone Place”** is considered appropriate and reflects the developer’s long-standing contribution to the community through residential construction and local investment.



Administration supports the request and recommends approval.

**OPTIONS**

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

**ATTACHMENTS**

Appendix A – Policy 1530: Naming of Streets, Parks and Public Buildings

**COMMUNICATION AND ENGAGEMENT**

Administration will notify Mr. Stadnyk of Council’s decision regarding the approval of the street name.

**FINANCIAL IMPLICATION**

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

**CONCLUSION**

That Council approve the proposed street name “Keystone Place,” recognizing Mr. Stadnyk’s long-term role in local development and his continued contribution to residential growth in Humboldt.

City of Humboldt

Policy Title <b>Naming of Street, Parks and Public Buildings</b>		Adopted By <b>City Council</b>	Policy Number <b>1530</b>	
Origin/Authority <b>City Council</b>	Jurisdiction <b>City of Humboldt</b>		Effective Date <b>June 25, 1996</b>	Page <b>1</b>
Reviewed By <b>Administration Committee</b>			Amended: <b>June 22, 2009</b>	

Council for the City of Humboldt shall follow the criteria listed below when naming streets, parks, and other public buildings.

1. The following criteria shall be considered when determining the name of a street, park, or public building:
  - a) Number of years the individual has served on Council.
  - b) Number of years the individual has resided in the community.
  - c) Number of years the individual has operated a business in the community and/or number of years the individual has volunteered in any organization or Board in the community.
  - d) Specific contributions made to the general welfare of Humboldt.
  - e) Specific contributions made to the province or the country.
  - f) Outstanding service and dedication to the community.
2. Individuals wishing to provide suggestions of names for streets, parks, or public buildings shall be provided with a copy of this policy and asked to provide information on the above criteria, as well as, any other information that would be of interest.
3. An inventory of proposed names shall be maintained in the agreement file and updated annually.
4. Once a park, street, or public building is named after an individual, that individual's name will be deleted from the inventory of proposed names.
5. *Private Developers developing subdivisions within City limits may provide the City with suggested names for streets in their development for Council's consideration. Council maintains the right to approve or deny the developer's suggestions.*