





City of Humboldt
January 13, 2025 - Executive Committee Meeting - 06:00 PM

- 1 Call To Order**
- 2 Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 Delegations**
 - 3.1 Humboldt Expansion Arena & Recreation Team
 - 📎 Presentation
- 4 Reports From Administration**
 - 4.1 Director of Protective Services' Reports
 - 📎 Report - Director of Protective Services
 - 4.2 City Controller's Report
 - 📎 Report - City Controller
 - 4.3 Director of Cultural Services' Report
 - 📎 Report - Director of Cultural Services
 - 4.4 Director of Leisure Services' Report
 - 📎 Report - Director of Leisure Services
 - 4.5 Director of Public Works' Report
 - 📎 Report - Director of Public Works
- 5 New Business**
 - 5.1 Recommendation - City Controller - Council Procedures Bylaw
 - 📎 Report - Council Procedures Bylaw
 - 5.2 Recommendation - Director of Protective Services - Parks Bylaw Review
 - 📎 Report - Parks Bylaw Review
 - 5.3 Recommendation - Director of Cultural Services - Collections Policies – Humboldt & District Museum & Gallery
 - 📎 Report - Collections Policies – Humboldt & District Museum & Gallery
 - 5.4 Recommendation - Director of Leisure Service - Official Donation Receipting - Glenn Hall Park
 - 📎 Report - Official Donation Receipting - Glenn Hall Park
 - 5.5 Recommendation - Director of Public Works - Humboldt Aerodrome Ownership & Operations Request for Proposal – Draft Review
 - 📎 Report - Humboldt Aerodrome Ownership & Operations Request for Proposal – Draft Review
 - 5.6 Recommendation - City Manager - FCM Membership and SUMA Travel

- 5.7  Report - FCM Membership and SUMA Travel
Recommendation - City Manager - 2025 Strategic Planning Initiative
-  Report - 2025 Strategic Planning Initiative
- 6 **Enquiries**
- 7 **Committee of the Whole**
- 8 **Next Meeting**
- 9 **Adjourn**

Proposal for Financial Support: Indoor Sports Facility

To: City of Humboldt Council

From:

Date: w

Subject: Request for Financial Support for Leasing/Renting/Purchasing an Indoor Sports Facility

We are submitting this proposal to the City of Humboldt, seeking financial support for the lease, rental or purchase of a facility that will serve as a year-round indoor training center for Humboldt athletes. Backed by the Humboldt Broncos Jr A team, Humboldt Minor Hockey teams, and Humboldt Minor Baseball, this facility will provide essential resources for young athletes to develop their skills and stay competitive.

Purpose of the Facility

The facility will be designed to serve multiple sports and training needs, including:

- **Hockey Dry Land Training:** Shooting lanes, stickhandling areas, and strength and conditioning zones.
- **Baseball Training:** A batting cage for hitting practice, areas for fielding drills, and strength training.
- **Multi-Use Space:** Training areas equipped with agility-focused dryland training equipment.

This facility will allow athletes of all ages to train year-round, particularly during the off-season, in a safe and professional environment.

Community and Organizational Support

The facility will be used and supported by the following local organizations:

- **Humboldt Broncos Jr A Team:** The Broncos will conduct off-ice training to further player development and conditioning.
- **Humboldt Minor Hockey:** Minor hockey teams across age groups will use the facility for dryland and skill-based training.
- **Humboldt Minor Baseball:** Local baseball players will have access to batting cages and strength training facilities during the offseason.

The support of these organizations highlights the need for such a facility in Humboldt and ensures its active use by the community.

Rental Costs and Financial Request

To make the facility as accessible as possible to all youth athletes, we aim to keep rental costs low. Our goal is to offer facility usage at a rate between \$50 to \$100 per hour, depending on the specific needs of the groups utilizing the space.

We are seeking the City of Humboldt's financial assistance to cover the cost of the lease rental, or purchase agreement, renovations (such as setting up shooting lanes and batting cages), and equipment (ping pong tables, strength training gear, etc.). The breakdown of estimated costs is as follows:

- **Facility Lease/Rent:** \$. per month
- **Renovations/Equipment Setup:** \$
- **Training Equipment:** \$

We are requesting \$ In financial support from the city to cover [percentage] of the total costs. The remaining funding will come from community sponsorships, and user fees.

Conclusion

This facility will provide Humboldt’s athletic community with a valuable space for year-round training, promoting youth development in hockey and baseball while supporting a healthy, active lifestyle. With the city’s support, we can ensure that the facility remains affordable and accessible to athletes of all ages and skill levels.

Thank you for your consideration. We would be happy to meet with the council to discuss this proposal in further detail.

Signatures of Supporting Organizations:

Organization Name	Representative Signature	Date
Humboldt Broncos Jr A Team	_____	_____
Humboldt Minor Hockey	_____	_____
Humboldt Minor Baseball	_____	_____

1. Contribution Request from the City

- **Proposed Support:** Request **\$2,500/month in rent subsidy** or **\$30,000 annually** for lease support. Additionally, request an **initial setup grant of \$10,000–\$15,000** to offset equipment and renovation costs.
- **Community Benefits Justification:** Emphasize the increase in youth athletic programs, local revenue from sports events, and broader community engagement with sports.

2. Day-to-Day Operations Management

- **Committee Oversight:** A volunteer committee (parents, coaches, community leaders) can manage general operations, events, and finances. This model minimizes costs while involving the community.
- **City Employee or Facility Manager (Trial Basis):** If you or a city employee fills this role, costs could range from **\$3,500 to \$4,500/month** (assuming part-time hours and responsibilities such as overseeing bookings, cleaning, and minor repairs).
- **Booking & Scheduling:** An online booking platform costs approximately **\$20–\$50/month** for a basic system, allowing users to reserve time slots easily.
- **Cleaning:** Contracting a cleaning service twice a week could cost **\$500/month** for general maintenance.
- **Supervision:** For after-school and weekend hours, hiring a part-time supervisor (approximately **\$20/hour**) may cost **\$1,200/month**.

3. Additional Expenses Estimated Monthly Costs

- **Utilities:** Estimated at **\$300–\$500/month**, depending on heating and electricity needs, especially in winter months.
- **Insurance:** Expect liability and property insurance to be approximately **\$250–\$400/month**.
- **Cleaning Supplies:** **\$50–\$100/month** for items such as disinfectants, mops, and restroom supplies.
- **Equipment Repairs:** Budgeting **\$100–\$200/month** for repairs (e.g., for synthetic ice, netting, and training gear) is advisable.

4. Management and Oversight Options

- **City Employee Option:** A city employee could oversee facility management if approved by the city, providing continuity and accountability.

- **User-Run Committee:** Involve local sports associations in the committee to encourage investment in upkeep and programming.
- **Trial Management by You:** You could take on a one-year trial role as facility manager to establish routines, assess needs, and gather community input.

5. Funding Support & Sponsorships

- **Local Sponsorships:** Seek sponsorships from community businesses. For instance, \$1,000–\$5,000 sponsorships can cover expenses for individual sections like the batting cage or hockey lanes.
- **Grant Opportunities:** Explore provincial grants for community facilities. Hockey Canada and similar organizations occasionally offer support for facilities aimed at youth sports development.

6. Space Layout & Requirements

- **Space Allocation:** Two shooting lanes (400 sq. ft.), one batting cage (200 sq. ft.), and a dry land training area (200 sq. ft.) require approximately **800–1,000 sq. ft. total**.
- **Safety Considerations:** Ensure open areas for traffic flow, a small equipment storage room, and a seating/viewing section.

7. Renovations & Code Compliance

- **Basic Renovations:** Costs can vary widely, but installing synthetic flooring or padding could cost **\$5,000–\$8,000** for the entire space. Painting and lighting upgrades might add **\$2,000**.
- **Bathrooms & Accessibility:** Ensure at least two bathrooms and ADA-compliant entrances and exits. Basic upgrades might cost **\$3,000–\$5,000**.
- **Safety & Security:** Consider a **basic security system (\$50–\$100/month)** and improved lighting for safety.

Proposed Hourly Rental Pricing

To cover all these expenses, a rental rate of **\$50–\$60 per hour** for each lane or batting cage, as previously calculated, should allow the facility to meet expenses and potentially generate surplus funds for maintenance and upgrades.

To accommodate pickleball and volleyball, here's how we can adjust the proposal:

Updated Space Requirements

- **Pickleball:** A standard pickleball court requires approximately 900 sq. ft. (30' x 60'). For flexibility, the facility could include one or two courts.
- **Volleyball:** A volleyball court typically requires 1,800 sq. ft. (30' x 60'). If space permits, consider adding a full or half-sized court to allow for practice drills and smaller games.

Total Updated Space Requirement:

- **Hockey Shooting Lanes & Batting Cage:** 800–1,000 sq. ft.
- **Dry Land Training:** 200 sq. ft.
- **Pickleball:** 900–1,800 sq. ft.
- **Volleyball:** 1,800 sq. ft.

Estimated Total: 3,700–4,800 sq. ft.

Additional Equipment and Renovations

- **Pickleball Nets and Court Markings:** \$400–\$600 per court, including portable nets and line markings.
- **Volleyball Net System:** Roughly **\$1,200** for a portable volleyball net system and court markings.
- **Flooring for Multi-Sport Use:** Consider versatile flooring for volleyball and pickleball areas, costing approximately **\$5,000–\$8,000** for the total area.

Adjusted Hourly Rental Pricing

- Pickleball and volleyball courts could rent at **\$20–\$30 per hour per court.**
- A variety of sports would attract a wider audience and boost the facility's revenue potential.

CONSERVATIVE RENTAL HOURS BREAKDOWN

1. Monthly Operating Costs (Unchanged)

- **Lease:** \$2,500
- **Utilities:** \$400
- **Insurance:** \$300
- **Cleaning Service:** \$500
- **Cleaning Supplies:** \$75
- **Maintenance & Repairs:** \$150
- **Booking Software:** \$30
- **Supervision:** \$1,200

Total Monthly Operating Costs: \$5,155

2. Revised Rental Hours and Income

Assuming more conservative daily usage, let's reduce the rental hours to 2 hours per day for each area over 25 days per month:

Projected Rental Hours and Revenue:

- **Hockey Shooting Lanes:** 2 hours/day × 2 lanes × 25 days × \$50 = **\$5,000/month**
- **Batting Cage:** 2 hours/day × 25 days × \$50 = **\$2,500/month**
- **Pickleball Court:** 2 hours/day × 25 days × \$20 = **\$1,000/month**
- **Volleyball Court:** 2 hours/day × 25 days × \$30 = **\$1,500/month**

Total Monthly Revenue (Conservative Estimate): \$10,000

3. Monthly Profit (With Reduced Hours)

- **Revenue:** \$10,000
 - **Operating Costs:** \$5,155
 - **Monthly Profit:** **\$4,845**
-

Breakeven on Initial Setup Costs with Reduced Usage

- **Total Initial Cost:** \$23,965.14
- **Monthly Profit:** \$4,845

Breakeven Time: Approximately 5 months to cover initial setup costs with this reduced usage scenario.

Monthly Operating Costs with Full-Time City Employee

Let's assume the full-time city employee earns an annual salary of approximately **\$50,000**, which includes benefits. This equates to around **\$4,167 per month**.

Updated Monthly Operating Costs:

- **Lease:** \$2,500
- **Utilities:** \$400
- **Insurance:** \$300
- **Cleaning Service:** \$500
- **Cleaning Supplies:** \$75
- **Maintenance & Repairs:** \$150
- **Booking Software:** \$30
- **Full-Time Employee Salary:** \$4,167 (estimated)

Total Monthly Operating Costs: \$8,122

2. Revised Rental Hours and Income (Conservative Estimate)

Using the more conservative estimate of 2 hours of rental per area per day over 25 days per month:

Projected Monthly Rental Income:

- **Hockey Shooting Lanes:** 2 hours/day × 2 lanes × 25 days × \$50 = **\$5,000/month**
- **Batting Cage:** 2 hours/day × 25 days × \$50 = **\$2,500/month**
- **Pickleball Court:** 2 hours/day × 25 days × \$20 = **\$1,000/month**
- **Volleyball Court:** 2 hours/day × 25 days × \$30 = **\$1,500/month**

Total Monthly Revenue: \$10,000

3. Monthly Profit (With Full-Time Employee)

- **Revenue:** \$10,000
- **Operating Costs:** \$8,122
- **Monthly Profit:** **\$1,878**

Breakeven on Initial Setup Costs with Full-Time Employee

- **Total Initial Cost:** \$23,965.14
- **Monthly Profit:** \$1,878

Breakeven Time: Approximately 13 months to cover initial setup costs under this scenario.

Summary

With a full-time city employee, the facility would still operate at a profit, though reduced. The monthly profit of approximately **\$1,878** would allow initial setup costs to be recovered in about **13 months**.

Jorges Truly

Proposal for A U15 AA Female Program based out of Humboldt / Leroy SK.
2024/ 2025 season

Season Summary

- Humboldt (EPA) practise ice times Sundays 7pm
- Home game ice times Humboldt EPA 7-9pm Sundays
- Leroy ice times (TBD) 2-3 a week
- Dry land training (TBD)
- Collaborate effort with Humboldt Minor Hockey and Leroy Minor Hockey to establish a U11, U13, and U15 filter system.

Introduction- This proposal outlines our plan to develop into a U15 AA program for the following season. With a solid foundation already established, including secured ice time in Humboldt and Leroy, we aim to elevate our program to meet the standards of U15 AA hockey.

Background- Our U11 A, U13 A, U15 A, and U18 A female hockey teams have demonstrated exceptional growth and potential. With committed players, dedicated coaching staff, and strong community support, the team has established itself as a competitive force at most levels. To further the development and opportunities for our players, we seek to transition to a U15 AA program next season.

Current Resources

- **Ice Time:** Secured 2 hours of ice time per week in Humboldt, with the remaining ice time in Leroy for this season.
- **Coaching Staff:** Our experienced coaching staff is dedicated to the development of players, focusing on both individual skills and team dynamics.
- **Community Support:** The Humboldt/Leroy community has shown strong support for female hockey, providing a solid base for growth.

Goals for Development

1. **Advanced Training:** Implement training programs that meet U15 AA standards, with a focus on advanced skills, game strategy, and physical conditioning.
2. **Competitive Schedule:** Many of our local female athletes are already competing in the U13 AA league.

3. **Player Development:** Focus on the holistic development of players, including skill-building, sportsmanship, and leadership.
4. **Infrastructure Improvement:** Continue to secure and possibly increase ice time, ensuring sufficient resources for training and development.

Action Plan

1. **Training Program:** Implement a rigorous training schedule with a focus on skill development, fitness, and game understanding. Utilize the secured ice time efficiently to maximize player growth. Utilize any available space for off ice training, shooting lanes, mental and physical health coaching.
2. **Coaching Enhancements:** Provide additional training and resources for coaches to ensure they are equipped to guide the team to U15 AA standards.
3. **Community Engagement:** Continue to engage with the Humboldt/Leroy community, seeking sponsorships and increasing visibility to gather support for the U15 AA application.
4. **Performance Monitoring:** Regularly assess team performance against U15 AA benchmarks, making necessary adjustments to the development plan.

Request for U15 AA Status- We believe that with the implementation of this development plan, our team will be fully prepared to compete at the U15 AA level in the following season. We respectfully request consideration for U15 AA status, confident that this transition will benefit our players, our community, and the league.

Conclusion -Developing our team from U15 A to U15 AA is a significant step forward, reflecting our commitment to excellence in female hockey. With the support of the league, we are eager to elevate our program, providing our players with the best possible opportunities to succeed.

Athletes Currently on U13 AA female rosters and U13 A/ AA co-ed rosters

Reese Theeman - Muenster - 12
Avery Michel - Humboldt -11
Vanessa Herin - Bruno - 12
Tayla Olson - Humboldt - 12
Nova Langevin - Humboldt - 12
Abigail Frank -Bruno – 12
Arya Nesbitt- 12
Brittyn ferguson- 11 Melfort
Everly Grywacheski-10-Humboldt
Rozalyn Grywacheski-12-Humboldt
Hadley Melrose-11-Kelvington
Hailee PeeAce-12- Melfort
Leah Mottram-12- Kelvington
Payton Bartle-12-Melfort
Peyton Cawkwell-11-Kelvington
Skylar Lawrence-11-Bruno
Ava Poggemiller-12-Humboldt
Peyton Buckle

Athletes currently registered within our zone.

U11 = 77 female

U13 = 46 female

***** These numbers above are from Hockey Saskatchewan Registrations 2023

The numbers, no doubt support “A and AA teams from U11 to U15 “

Supported by Humboldt Minor Hockey - Trevor Michel, President 306-231-4497

Supported by Leroy Minor Hockey - Holly Jensen, President 306-287-7355

Supported by the City of Humboldt - Mayor Rob Muench

Thank you for your consideration.

Jorges Langevin



CITY OF HUMBOLDT REPORT

TITLE: Director of Protective Services Report
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the protective services for the month of December 2024.

CURRENT SITUATION

Notable information and updates:

1. Fire Department -

- In City Area: 4 responses
 - 1 - Fire alarm response.
 - 1 – Stars Landing at HDH
 - 2 – Report of structure fire
- Weekend Standbys: 1
 - 2 Standby – There were no calls during these standby periods.
- Fire Department Practice:
 - Reviewed the addressing, Rural land locations as well as a review of Humboldt and some more difficult addresses.
 - The last two training nights were year end equipment checks and a review on ice rescue procedures.
- HDFPA Area: 7 responses
 - 2 – Structure fires
 - 4 – Motor vehicle collisions
 - 1 – Snowmobile accident patient recovery
- Conducted 5 Fire inspections in September.

2. Emergency Measures Operations

We have launched our regional group and have signed a contract with Ray Unrau to begin gathering information from the communities that have joined our group. A total of 20 communities will work together for the next 3 years to develop a regional emergency plan

and will test these plans with both tabletop mocks and hopefully a live mock by the end of the contract.

3. Occupational Health and Safety

- Developed Workplace Violence Report and Follow up Report
- OHS Officer Site Visit- Dec 4, 2024
- OH&S Committee Meeting- Dec 11, 2024
- Revised OHC Terms of Reference/Checklist
- Revised Incident Investigation Forms and Developed Follow up Report

2024 OVERVIEW

- Safety Orientations for 45 CoH Employees and 4 Contractors
- Developed Onboarding Documentation for each department
- On Hands Fall Protection Training- PW and Maintenance
- Excavation/Trenching Training Review with PW Staff
- Attended Sask Safety Council Conference- Feb 2024
- Attended WCB/WorkSafe Sask Conference- May 2024
- Attended Quarterly Occupational Health and Safety Committee (OHC) Meetings
 - Developed OHC Terms of Reference and Checklist
- Conducted Fire Drills at Museum, Uniplex, City Hall
- Safe Work Procedure Development
- Attended Quarterly WCB Meetings, Audit- Corrective Action Plan
- Revised Emergency Response Plan for Uniplex and Campground
- Safety Data Sheet Review
- Revised EMO Documentation
- Developed Work Place Violence Prevention Plan and Documentation
- Incident Investigations Conducted and Procedures Revised
- Site Visits/Safety Meetings/Audits/Discussions

OPTIONS

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

ATTACHMENTS

RCMP Report for December.

CSO Report for December.

Year End review of Fire Department calls for 2024.



COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

N/A

CONCLUSION

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

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

January 2, 2025

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

City of Humboldt – Updated Police Report for the Month of December, 2024.

Please find the attached Police Report for the month of December 2024.

Reported incidents are up this month (123) as compared to last month (112), and down from December 2023 (137). Traffic charges are the same this month (22) compared to last month (22) and down from December 2023 (37).

There were (9) reported False Alarms this month. This is down from last month (10), and up from December 2023 (8).

Criminal Record Checks are completed on a walk-in basis on Tuesday, Wednesday and Thursday of every week. No appointments are needed. The total number of record checks completed this month was 68.

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

Yours truly,



S/Sgt Rod Rudnisky
Detachment Commander - Humboldt RCMP

HUMBOLDT CITY DETACHMENT

FALSE ALARM REPORT

MONTH OF DECEMBER 2024

	DATE	HOURS	LOCATION	OVERTIME	ATTENDED
1	2024-12-07	22:35	2302 8 Avenue – Canadian Tire	N	N
2	2024-12-09	05:16	2400 Westwood Drive – Farm Credit Canada	N	N
3	2024-12-09	11:50	325 10 Street	N	Y
4	2024-12-13	01:26	615 17 Street – Humboldt Collegiate	N	N
5	2024-12-15	09:36	1715 8 Avenue – Game Haven	N	N
6	2024-12-16	17:14	2421 8 Avenue – Canalta Hotel	N	Y
7	2024-12-18	05:56	10225 8 Avenue – Peavey Mart	N	N
8	2024-12-18	11:18	611 9 Street	N	N
9	2024-12-30	22:28	129 9 Street	N	Y

HUMBOLDT CITY DETACHMENT

POLICING STATISTICS

MONTH OF DECEMBER 2024

HUMBOLDT MUNICIPAL 2023	HUMBOLDT MUNICIPAL 2024	OFFENCE CATEGORY
4	4	MVA's (Fatal/injury/Property Damage)
37	22	Traffic Offences (Charges Laid)
13	8	Traffic Offences (No Charges Laid)
0	1	Traffic Offences (Criminal Code)
0	0	Impaired Operation of Motor Vehicle
0	1	Dangerous Driving (Criminal Code)
15	14	Provincial Statues
1	0	Municipal Bylaws
7	7	Other Criminal Code/Federal
0	3	Offensive Weapons
0	0	Drug Trafficking
0	0	Drug Possession
3	0	Sexual Offences
2	2	Robbery/Extortion/Harassments/Threats
3	1	Assaults
3	7	Theft Under \$5,000/Possess Stolen Prop.
0	0	Theft Over \$5,000/Theft of motor vehicle
5	4	Mischief
3	1	Frauds
1	2	Break, Enter and Theft
8	9	False Alarms
30	37	Other (Susp vehicle, animal calls, missing person, wellbeing check)
137	123	Total Calls



CITY OF HUMBOLDT REPORT

TITLE: CSO Report for December 2024
PREPARED BY: Justin Tarrant, Community Safety Officer
REVIEWED BY: Mike Kwasnica, Director of Protective Services
PREPARED FOR: Executive Committee
DATE: January 7, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the CSO for the month of December 2024.

CURRENT SITUATION

With the end of the year approaching the CSO focused on wrapping up all reports and files. The CSO was on holidays for two weeks over Christmas which is reflected in the lower complaints, files, and ticket numbers. There were 11 calls for service or complaints in December 2024.

There was one vehicle impounded for being parked on city streets without valid plates. This brings the total to three vehicles in impound.

The CSO attended court 2 days in December.

The CSO addressed the following violations/concerns:

Traffic/Parking Bylaw:

During the month of December 2 bylaw tickets were issued and 4 vehicles buried in snow were addressed.

2024 had \$3,953 worth of bylaw tickets issued, there are several larger tickets remaining unpaid. This number is down \$605 from 2023.

Traffic Safety Act:

During the month of December there were approximately 8 traffic stops completed, resulting in 5 summary offence tickets.

2024 had approximately 175 traffic stops resulting in 68 Summary Offence Tickets, up by 30% from 2023. Tickets for 2024 totaled \$26,347, up by 23% from 2023.

Tickets for 2024 included:

- 4 – 32(1) Drive without valid license
- 1 – 38 (1) Fail to comply with license endorsement
- 1 – 37(1)(a) Drive without taillights
- 4 – 57.1(a) Drive an unregistered vehicle
- 1 – 66(3) Tint
- 1 – 140(1) Drive while disqualified
- 3 – 140(5) Drive while suspended
- 10 – 199(1)(b) Exceed speed limit
- 2 – 199(2.1) Exceed speed limit by more than 35km/hr
- 8 – 200(2) Exceed speed in a school zone
- 3 – 209(6)(a) Fail to stop at a stop sign
- 6 – 209(6)(b) Fail to stop at a rail crossing
- 1- 209(8) Proceed before safe
- 3 – 212(3)(a) Fail to stop for school bus
- 1 – 230 (1) Fail to have headlights on
- 18 – 241.1(2) Electronic communications device
- 1 – 229(2) Cross a median

Property Maintenance:

December had 5 complaints or concerns.

2024 had a total of 114 concerns, complaints or proactive approaches.

Animal Control:

December had 0 concerns for animal control

2024 had a total of 56 animal bylaw interactions.

RCMP Assists:

December had 0 assists

2024 had a total of 13 RCMP assists.



OPTIONS

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

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

The CSO has spoken with many homeowners and private operators about proper snow removal. As well as numerous vehicles left in the roads to be buried by the graders.

Moving forward into 2025 the CSO will continue to attempt to speak with City residents and try to use education as the first step before moving into enforcement.

FINANCIAL IMPLICATION

N/A

CONCLUSION

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

Humboldt Fire Department Annual Report as of Dec 31-2024

Type of Call	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	3 yr av.	5 yr av.	10 yr av.
Structure fire	3	8	0	1	5	5	2	5	2	9	5	5	4
Vehicle fire	3	3	1	2	5	3	3	1	2	3	2	2	3
Nuisance Fires	7	2	2	1	5	8	5	3	2	1	2	4	4
Stubble/Grass fire	8	3	3	5	5	4	5	0	2	7	3	4	4
HazMat	1	0	1	0	3	1	0	0	0	1	0	0	1
Carbon monoxide alarm	7	11	3	7	10	3	4	10	9	4	8	6	7
MVC/ Snowmobile/ ATV	17	27	16	18	17	20	26	27	27	19	24	24	21
Fire Alarms Response.	36	43	30	34	30	28	27	39	34	40	38	34	34
Natural Gas Leak	1	1	1	1	0	2	2	1	2	0	1	1	1
Electrical Hazards-Powerline etc							5	6	0	2	3	3	1
Farm Equipment fires	2	0	1	0	1	1	0	2	4	0	2	1	1
Farm Extrication	0	0	0	0	0	0	0	0	0	0	0	0	0
EMS Assist	5	4	7	9	3	4	10	9	3	5	6	6	6
STARS Landing	17	5	4	3	5	9	6	5	4	8	6	6	7
Other	8	19	8	10	14	6	9	7	13	13	11	10	11
Mutal Aid	2	2	4	2	1	2	2	2	1	0	1	1	2
Total calls	107	107	81	93	104	96	106	117	105	112	111	107	103
Fire Safety Inspections	108	198	216	174	288	163	205	251	132	229	204	196	196
Weekend stand-by	15	15	21	22	21	25	22	23	25	21	23	23	21
Practices	29	27	27	27	27	29	28	27	27	26	27	27	27
Fire Works Stand-by	1	1	1	1	1	1	1	1	1	1	1	1	1

Other

Search for missing persons (2-calls)	Report of possible fires investigation (4-calls)	Fuel spill clean-up - 1
Forcible Entry - 1	Elevator Rescue - 1	Dumpster Fire - 1
Kid stuck in fence - 1	Fireworks Standby - 1	Parade Traffic Control - 1



CITY OF HUMBOLDT REPORT

TITLE: City Controller's Report
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The report typically provides actual revenue and expenditure information for year-to-date operations of the City, in comparison to budgeted activities and comparison to the previous year. In the absence of the Director of Corporate Services, it will provide an update on the ongoings of the Corporate Services department.

CURRENT SITUATION

Corporate Services

The City's External Auditors, MNP, conducted the 2024 interim audit on December 16th. During the interim audit, auditors sample test revenues and expenditures of the City's operations through the end of October. The City has the 2024 year-end audit scheduled for March 25th to 27th 2025. Administration and the auditors aim to have the audited financial statements completed by the end of May for Council adoption.

During the recent Canada Post strike, Administration elected to not charge interest fees in December on any outstanding water accounts for the month as we have many users that still rely on receiving paper copies of their monthly bills. With mail delivery services now continuing, Administration has continued charging interest on the outstanding accounts in January.

Corporate Services was notified in late November of an issue with some employee's sick time banks. After a review it was identified there was an issue, and a thorough review was done of all City employees sick time allocations. A glitch within our Diamond ERP was identified that was not carrying forward allocated sick time for some employees and capping others at 200 hours. No employees were denied sick time through this issue, rather their banks were under displaying what their actual banks were. The HR Coordinator has been working with our

software support to rectify the situation, but a solution has yet to be provided. In the interim, the HR Coordinator is having to manually update the banks of the effected employees on each payroll batch until the situation can be rectified

As previously mentioned, there are concerns from users with the ramp that is on the City's transit van that was purchased in mid-2024. Administration will likely be looking to issue an RFP for a second van soon and may seek proposals for a second para-transit unit, under the Rural Transit Solution Fund grant, that would be equipped with a lift option.

Corporate Services staff is sending out letters to all businesses that purchased a business license in 2024, informing them that they will be invoiced for a 2025 business license at the end of January, and requesting them to contact City Hall if they are no longer conducting business in the City. Staff are also sending letter to residents that purchased animal licenses in 2024, reminding them they are required to renew their pet licenses for 2025.

The City Assessor has sent out letters to residents enrolled on the City's TIPPS program updating their monthly withdrawals amounts based on the proposed tax increases. These amounts are typically reviewed twice a year, once in January and again in June after property taxes have been levied.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

- N/A

FINANCIAL IMPLICATION

There are no direct financial implications of this report.

CONCLUSION

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



CITY OF HUMBOLDT REPORT

TITLE: Cultural Services Report
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

CURRENT SITUATION

1. Museum

- Exhibits – The winter exhibit, *Humboldt on Ice*, was the feature exhibit on the main floor and shared stories of curling, skating and hockey in Humboldt. Classes from all three elementary schools in Humboldt visited the museum, ranging from Pre-K to Grade 7.
- *On the Trail of the Monarch Butterfly* is a travelling exhibit produced by the Canada Aviation and Space Museum in collaboration with the Embassy of Mexico. This multimedia exhibit consists primarily of photography and video footage of the migration of the Monarch Butterfly from Montreal to central Mexico. It is on display until February 22 and funded through the Department of Canadian Heritage Exhibition Circulation Fund.
- Programs – Parol Lantern workshop – We are grateful to have Leo and Lorena from Humboldt Ink volunteer their time to lead Parol Lantern workshops, which are traditional Filipino lanterns made with bamboo sticks and cellophane. We hosted three sessions in November and the classes were filled to the maximum.
- Santa Visits - The Santa visits were a great success, thanks to our volunteers Jeff Burton, Larry Jorgenson and Deb Tokarski. There were a total of 43 people visiting for Sensitive Santa and 406 people visiting Santa.
- Pilot Project – An overview of the *Reconciliation and Relationship Building through Living Heritage* pilot project was presented at the National Trust Conference in Montreal in November by David Siebert of Heritage Saskatchewan.
- Collections – A Collections Meeting was held on December 3, with approximately 90 items considered for donation. A total of 58 items were accepted including documents from the Bruno and Wilmont Rural Telephone Company, HCl yearbooks, and traffic volume maps from 1969 and 1970.
- Volunteers worked on the Middle Lake School archival inventory this month, and the Town of Humboldt Council minutes which are completed up to 1977.

2. Gallery

- The Friends Festival Auction – The 25th annual event wound up on December 5. We welcomed 491 people through the three-week display. We had 288 people bid on auction items – 122 online only, 133 in person only, and 33 people used both methods. The Auction received 192 donations from 147 donors, and 38 Jingle Bottles from 33 donors, which brought in approximately \$11,500, with additional funds from the

reimbursement from the raffle licenses. The Friends gave out 9 door prizes of \$25 gift cards, and Marcella Sarauer and Maureen Doetzel won the Raffle prizes.

- Exhibits – *Vicissitude*, the art installation by Monique Martin and Alexandra Hedberg featuring thousands of butterflies is now on display until February 22.
- Programs – We are offering drop in and special school programming featuring silk screening, which is the process to create the butterflies in the *Vicissitude* exhibit.
- Accessibility - The Friends will be using part of their funds from the Festival Auction to cover half the rental fees at the gallery in January and February. This is offered for community groups, businesses or just a group of friends to rent the space and have their meetings or workshops in the beautiful butterfly exhibit. Optional programming is also available.
- Purple Window - We are hosting a Purple Door outreach meeting at the Gallery on Friday, January 24 and calling it a Purple Window event. The idea of a Purple Window came from the Purple Door group, which is a social support group that meets weekly at the Anglican Church.
- Collections - The public provided name suggestions for the Joe Fafard piglet that was donated to the Gallery by the Hamon Fafard family in October, and the list has been narrowed down to 3: Hamlet, Artie, and Piper. The public will be encouraged to vote for their favourite via a link on our website, as well as paper ballots at the gallery.
- Maintenance - The main floor walls were painted and the floors waxed.

3. Water Tower

- Staff are checking the tower on a regular basis.
- The Water Tower committee met this month to review the 2024 operations and discuss plans for 2025.

4. Original Humboldt

- The artist agreement for the Treaty 6 art installation with Tyler Dies was signed.
- The committee was the recipient of funding from the Good Neighbour Store.

5. Public Art

- Manufacturing Sculpture – The three short-listed artists provided their concepts and images for the December 18 deadline, which was sent out to the Public Art Committee. A scoring rubric was developed with parameters of the submissions. The Public Art committee met on January 6 to determine the successful artist for this project. Information is currently being sent out to the artists.

6. Administration

- Governance – A separate report has been developed with the revisions to the policies that guide the work of collections management and care at the HDMG.
- Management – The internal ‘team lead’ 2025 planning document has been developed to guide the operations, allocate staff resources, and improve scheduling and efficiencies.



- Grants – The final portion of our summer student grant funding was received from the Canadian Museums Association and the National Trust, bringing the total funding for our summer students to \$24,682. Grants were submitted to Summer Careers student program and the Exhibition Circulation Fund.
- Thanks to our volunteers who contributed 91 hours of their time this month

Upcoming Events and Programs

January 11	Gallery	Munro & Patrick concert – sponsored by Humboldt Area Arts Council
January 17	Gallery	Art morning – in partnership with Futuristic Industries
January 23	Gallery	Poetry Slam
January 24	Gallery	Purple Window – in partnership with the Anglican Church
February 4	Gallery	Aboriginal Storytelling event – in partnership with Reid Thompson Library
February 5	Gallery	Local Writers Night
February 8	Museum	Archives Week Open House
February 12	Gallery	Youth Writers Night

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

None

FINANCIAL IMPLICATIONS

There is no anticipated financial impact of the recommended action.

CONCLUSION

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

Connected and Creative – The Friends funding is supporting the goals to provide a public space where all members of the public can participate and be active in leisure activities.

Welcoming and Connected – Reaching out to under-represented groups such as the Purple Door group helps to build audiences of all demographics of the community.

CITY OF HUMBOLDT REPORT

TITLE: CLS Director’s Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

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

CURRENT SITUATION

1. General Updates

- a. **Municipal Elections** – The municipal election wrapped up with the announcement of the official results on November 14th, 2024. Over 1950 voters cast a ballot during the elections, with roughly 48% of ballots cast in advanced polling. The election costs were shared between the City and the Horizon School Division. In total the City hired 15 workers to assist on election day and primarily utilized internal staff for advanced polls.
- b. **Outdoor Rinks** – The St. Dominic rink ice installation has been completed and was actively used by residents during the Christmas break. The attention now turns to the new Centennial Park rink. Staff are working through the nuances of the new space and hope to have the ice installed by mid-January. The space is much larger and significantly different than the St. Dominic rink so staff are working out the logistics on how best to develop that space. The information learned this year will significantly expediate the installation process for the 2025-2026 season.
- c. **Pool Flooring** – Administration proceeded with a test location for new pool flooring in the women’s change room at the Aquatic Centre, as per the project approved in the 2025 budget. In the limited time since the product has been installed, public feedback has been significantly positive and Administration is

currently in discussions with the supplier of the product to determine a strategy for full installation of the pool deck as early as this spring.

- d. **Library Solarium** – The library solarium project was largely completed during the month of December, with the installation of the new flooring completed by a third-party contractor. The main entrance space is the only area yet to complete as it required some additional levelling due to the original layout. The feedback from staff and patrons on the end result is very positive, however the process dragged on far longer than we had anticipated which justifiably caused some frustration for those utilizing the space.
- e. **Robotic Mower** – Administration has ordered the new robotic mower. We were able to purchase through a local supplier at a heavily discounted rate. We are hoping to have the unit in our position prior to the end of the winter so that we can begin testing the unit as soon as weather permits this spring. Administration had further discussions with suppliers regarding safety and longevity and were able to fully satisfy any of our outstanding concerns.
- f. **Arena Supervisor Position** – As approved in the 2025 budget, Administration is finalizing the job description and job posting at the time of this report. We expect to have the job posted within days and the position filled by the end of January. We anticipate internal candidates to apply, however we are prepared to go outside of the organization if no suitable applicants are found internally. This position will immediately free up staffing time in the parks department.
- g. **Aquatic Centre Procedures** – Administration and staff completed a review of the procedures related to water quality within the Aquatic Centre in December. We reviewed current legislative standards both in Saskatchewan and in other jurisdictions to assist us in making minor changes to acceptable standards related to water chemistry (i.e. chlorine levels, temperature, etc.), frequency of testing and procedures for responding to foul pool incidents. This review helped to get all staff on the same page and ensure that everyone is following the same process.
- h. **2024 Year End** – Administration has already begun working on clearing up our year-end financials including final invoicing, contacting parties with outstanding invoices, clearing up outstanding invoices, concession inventory and other year end reconciling. Administration will begin to review the usage volumes and patterns from 2024 to determine areas of opportunity for Council to consider in 2025 as it relates to increasing usage and revenues of the City infrastructure.

- i. **Saskatchewan Parks and Recreation Board of Directors** – I attended my first SPRA Board of Directors meetings in early December. The Association is one of three organizations funded through Saskatchewan lottery proceeds, along with Sask Sport and SaskCulture. As the primary advocate and support for the parks and recreation sector, the SPRA has their finger on the pulse of the current issues facing the sector and will be the leaders in advocating for increases to provincial and federal funding.
2. Project Planning and Partnerships
 - a. **NA**
3. Upcoming Events
 - a. Bronco Home Games – Jan 11, 12, 18, 23 & Feb 1,5,8,15,17,22 & 26
 - b. January 18 – Youth Curling Bonspiel
 - c. January 31 – Farmer’s Curling Bonspiel
 - d. February 14-15 – Humboldt Broncos Alumni Weekend
 - e. February 22 – Family Glow Curling
 - f. March 14-15 – Trappers Convention
 - g. March 14-15 – Great Western Open Mixed Curling Bonspiel
 - h. March 20 – Mark of Excellence Awards Banquet

OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

No external communication or engagement required.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The month of December was largely focused on the 2025 budget and completing outstanding projects and tasks prior to the Christmas holiday season. The department had a very busy year and was able to complete several outstanding projects and has already shifted our focus to the work ahead in 2025!



CITY OF HUMBOLDT REPORT

TITLE: Public Works Director Report for January 13 ,2025
PREPARED BY: Peter Bergquist, P.Tech.; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

The public works department is responsible for the operations, maintenance, and engineering support related to water, wastewater, storm water, roads, signals, signs, lines, and airport.

CURRENT SITUATION

November:

- Staff completed dead end hydrant flushing as well as prepared hydrants for winterization by draining and inspecting them.
- Monthly and quarterly sanitary sewer flushing/jetting was completed.
- Boulevard topsoil, shaping and seeding occurred at locations including 4th Ave, 12th St and 3rd Avenue behind the new curbing.
- Fall street sweeping was completed.
- New tires were put onto the grader
- The fall lagoon treated effluent discharge wrapped up and all test samples were good/passed.
- New water main pipes to new developments were pressure tested, quality samples taken, and meters installed.
- One last pothole patching blitz occurred prior to winter conditions.
- Online and other training were completed.
- Christmas tree setup and Christmas decorations were installed.
- Lagoon blower line required excavation/repair, completed by staff.
- Wastewater Treatment System – Discharge pipe placed in lake; residents were notified by letter.
- Salt/Sand was delivered and mixed in preparation for winter.

- Sewer video inspection contractor was in to check a few concern locations.
- Nov 18 – 19, 2024 – Humboldt received between 30cm-40cm of snow. Staff and contractors attempted to clear snow but the 60-70km winds made things quite challenging. Crews had to re-plow some roads due to the drifting snow.
- Nov 23, 2024 – Second snowstorm with an accumulation between 15cm-17cm.

December:

- Significant snow removal/hauling, plowing and pushing back windows
- Crew dug out/exposed hydrants covered by snow
- Tree lighting traffic control setup
- Crew held a Heavy Snowfall Lessons Learned Meeting
- Crew coordinated with Wastewater Treatment Facility contractor on various topics
- General maintenance and training occurred
- Department Quarterly Safety Meeting Occurred
- Water main break/repair on the 1000 block of 14th Street
- New Modular Classroom brought to Public School – Supported with traffic planning and barricade supported.

COMMUNICATION AND ENGAGEMENT

Continued communications with concerned residents, customers seeking clarifications or maintenance requests occur daily as needed. The department utilizes an electronic work order system to track concerns and work requests. Daily safety meetings occur in the PW department as well as on-site tailgate meetings for larger projects.

ATTACHMENTS

Key Performance Indicators

The public works department monitors a number of annual, seasonal and monthly key performance indicators (KPI's) captured in policy and procedure designed to service the community at large. The KPI's monitored include the following:

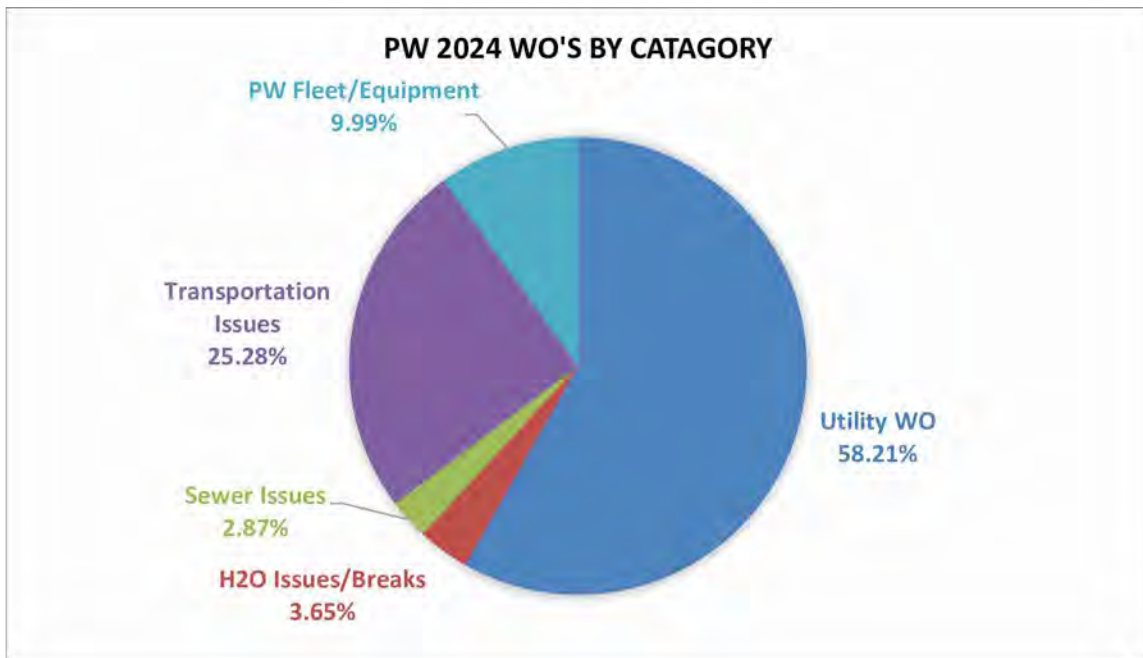
- Work Order Tracking
- Call-Out Frequency,
- Annual Water Main Breaks,
- Water Main Break Elimination Progress
- Annual Water Purchase from SaskWater,
- Annual SaskWater Purchases vs City Consumption
- Monthly Non-Revenue Water Loss Updates

- Leak Detection System - Information
- Annual Regulatory Compliance & Training - Information

Within this report is an illustration and summary of the KPI's utilized.

Work Order Tracking

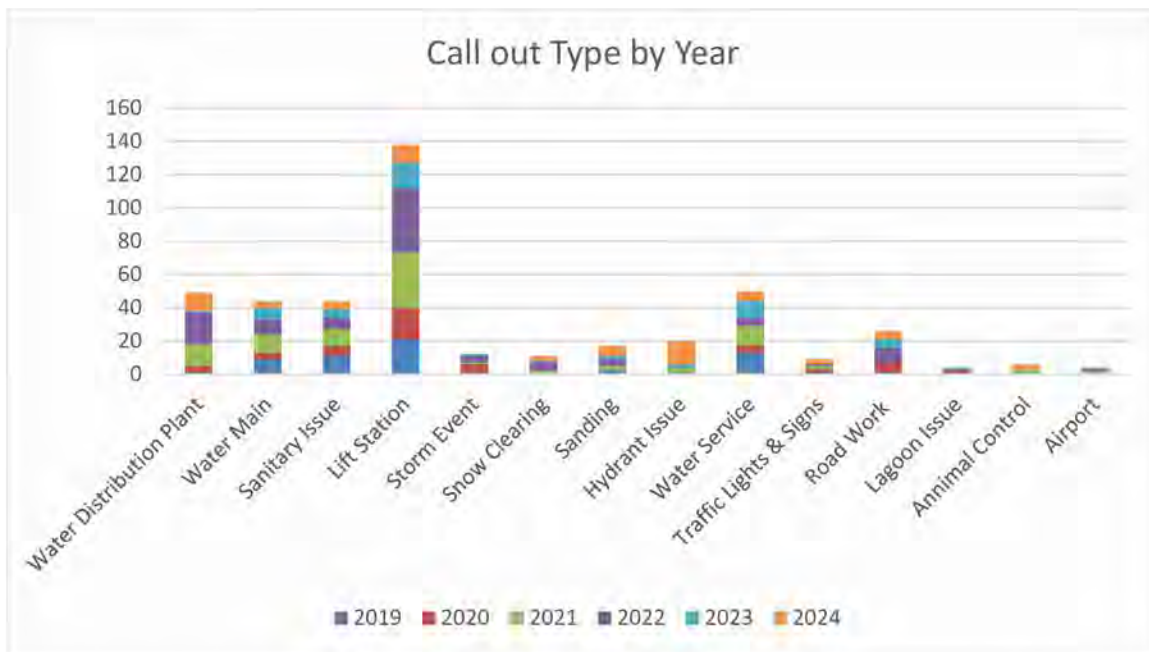
In 2024 there were 1671 WO's entered into the system and at the end of the year 182 were outstanding. Of the 1671 WO's entered, 1151 were assigned to Public Works, the remainder are associated with other City Departments. 94% of the WO's assigned to Public Works in 2024 were complete, 6% of the issues have been captured and rolled over into 2025 to be planned and addressed as required.



Call-Outs Per Year – Public Works

A key communication tool with the community is the emergency on-call phone. All call requests are logged and tracked to monitor trends.

Over the past six years the bulk of the call logs has been associated with sewage lift station performance. In total there have been 434 calls logged in the past 6 years. 2024 saw 71 calls logged.

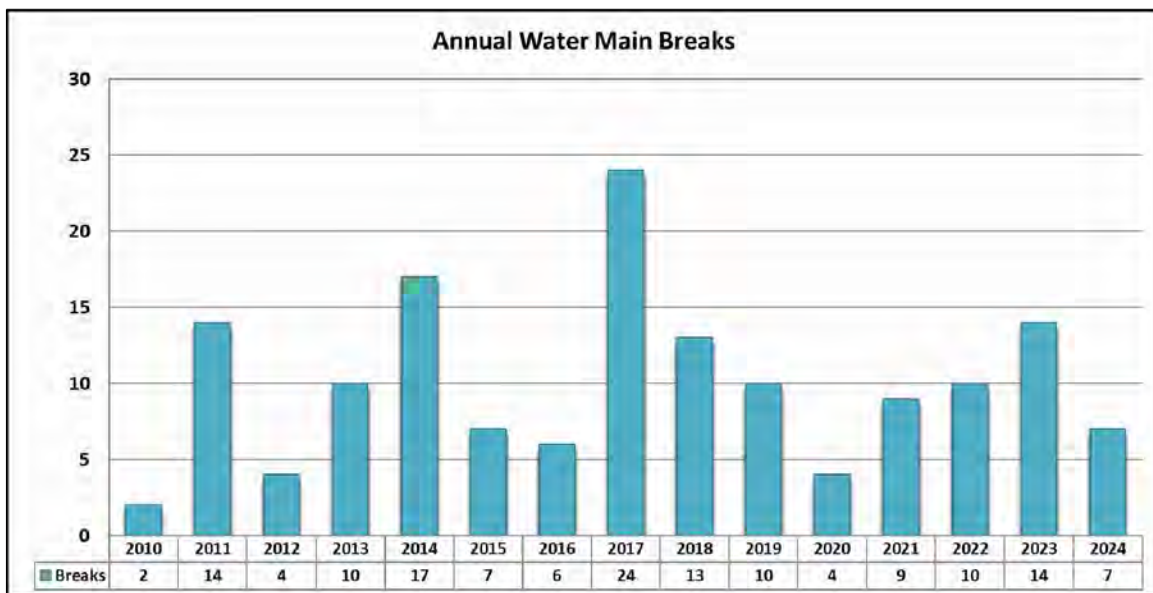


The category with the highest number of call outs in 2024 was associated with hydrants and facilitating the watering of Carl Schenn Park. Only Four (4) of the calls were associated with water main breaks in 2024



Annual Water Main Breaks

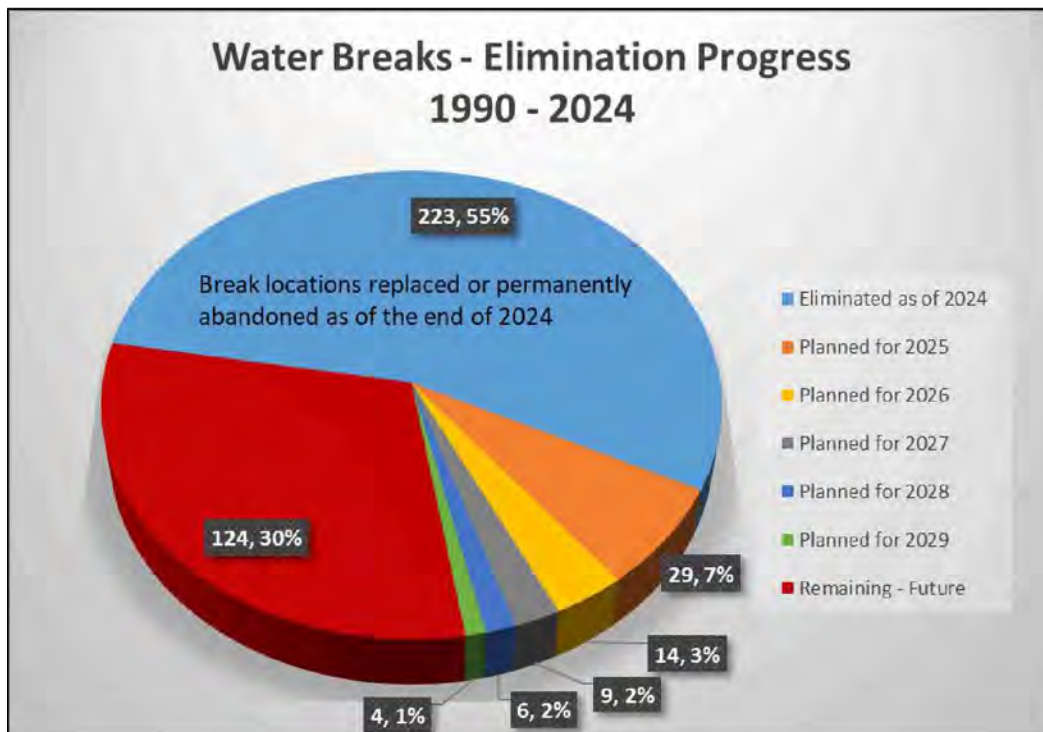
This annual KPI compares 15 years of water main break history within the City of Humboldt. The water mains sizes in the city range from 150mm (6”) to 300mm (12”). The vast majority of the water mains are 150mm in diameter. The city has break history as far back as 1990.



This chart helps staff gauge resources needed each year as well as help compare break rates to similar sized communities. Please note, this chart only applies to actual water main breaks. Leaks from hydrants, valves or services to properties are not included in this chart.

Water Main Break Elimination Progress

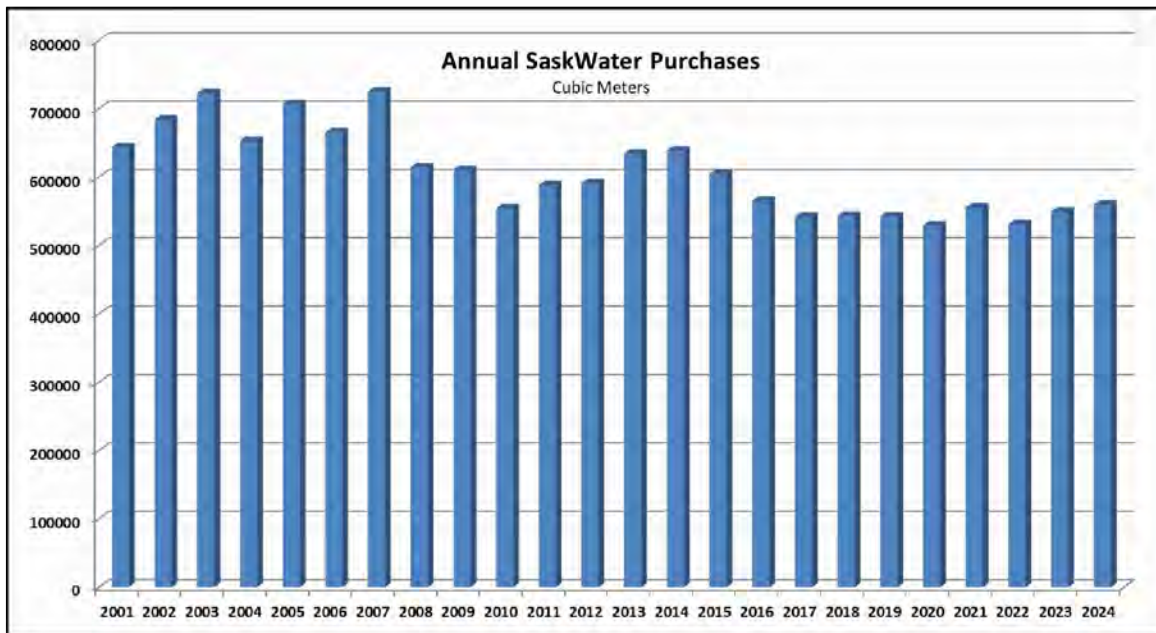
This annual KPI compares the last 34 years of recorded water main breaks. The total number of water main breaks up to the end of 2024 is 409 breaks. Staff track all breaks in a spreadsheet as well as their approximate location visually in google maps. This does not include other leaks from valves, hydrants or services to properties, only actual water main breaks. It should also be acknowledged that it is possible that not all historical breaks were documented over this period so more likely exist.



This chart demonstrates how many issue locations have been found and eliminated by the replacement or abandonment of water mains. Staff have a rating system that considers how many breaks, pipe age/material, road surface condition and priority of roadway when ranking and selecting pipes and roads to replace/reconstruct. The objective is to have a rationale for when and where pipes are being replaced to optimize the investment of public funds. Over the next 5 years, an additional 62 break locations are anticipated to be eliminated pending budget approval. These numbers will change as new breaks arise however this chart demonstrates the overall progress made over the decades.

Annual SaskWater Purchases

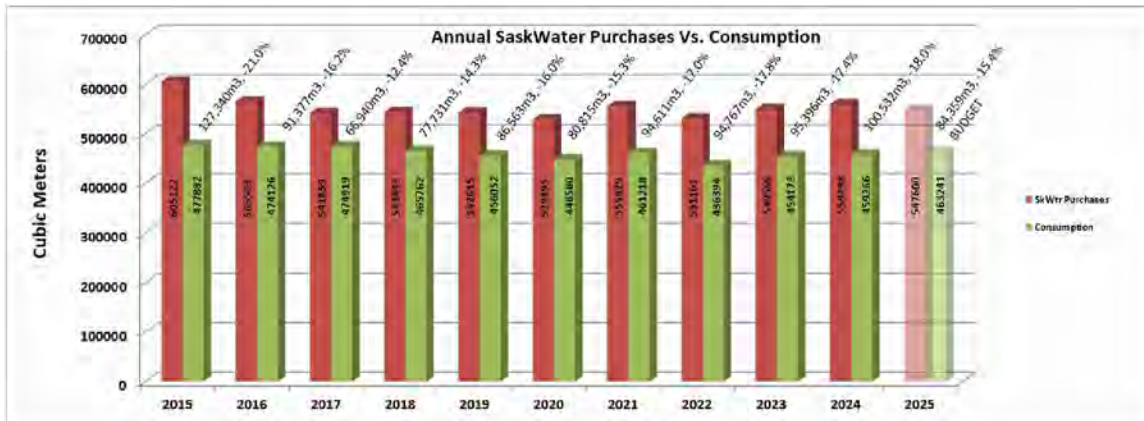
This annual KPI compares all 24 years that the City has been on the SaskWater pipeline. This information in combination with population information helps the department and administration forecast infrastructure sizing, budgets and future growth impacts.



An interesting observation is that the City uses less water now with a population of approximately 6200 compared to the early years of the system when the City’s population was 5,161 people (2001 Census). This is likely attributed to more efficient toilets, shower heads, taps as well as the increase in rates which further reduced consumption and lowered irrigation demands within the City. Less water purchased/consumed also has a doubled benefit of reducing the ultimate size of the water distribution reservoirs, lift station pumping sizing and wastewater treatment facility sizing needed for the population.

Annual SaskWater Purchases Vs. Consumption

This annual KPI compares the last 10 years of water purchased from SaskWater to how much water ratepayers have consumed as recorded by the water meters. The difference is the Non-Revenue Water Loss.



Staff use this chart for two reasons:

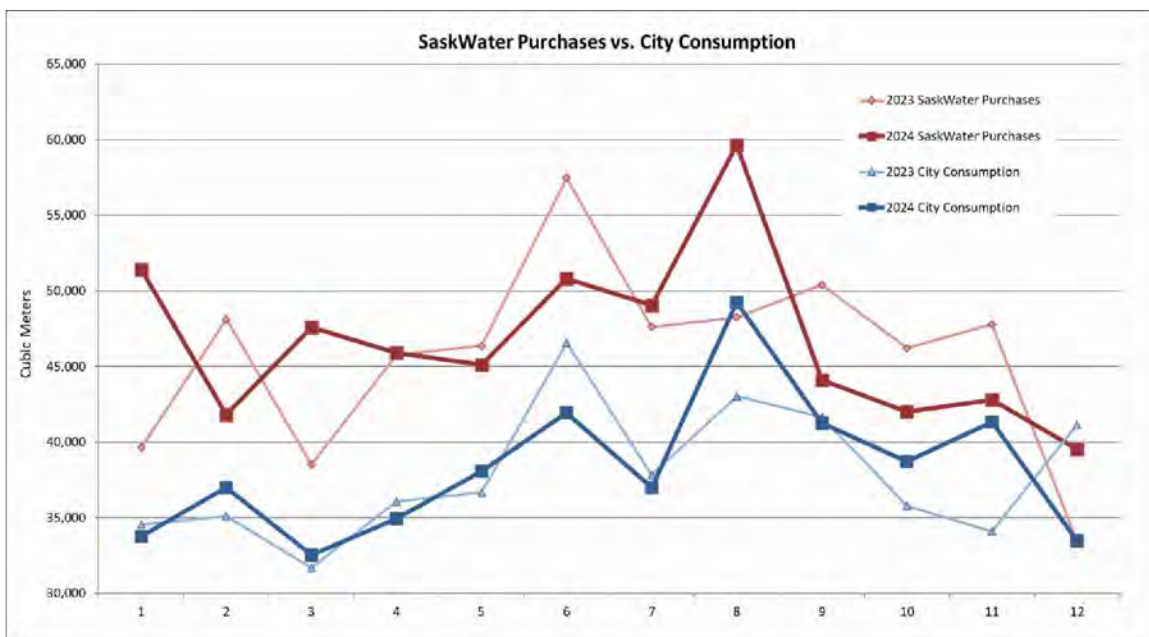
1. To validate how well the water meters are functioning at properties. This is so staff can monitor and confidently recommend purchases to City Council to replace aged and/or failed meters.
2. To validate continued efforts to further find, fix and replace aged pipes to reduce water losses and keep budgets tighter and lessen the burden on rate payers. Staff attempt to estimate how much time and resources are needed to dedicate towards finding losses in the pipe network.

Non-Revenue Water Losses Update

This monthly KPI compares each month throughout the year of what the City purchases from SaskWater and sells to ratepayers. The chart highlights 2023 and 2024 and will vary year to year depending on growth, leaks, broken water meters, fire hydrant usage, drought or wet summer conditions.

Staff use this along with night-time flows out of the Water Distribution Facility to gauge progress in managing the water systems (Water meters performance, system leaks, breaks, losses, theft, and overall financial impacts to the utility).

Year	Consumption	SaskWater Purchases	Difference	Approximate Loss Dollars at Cost	% Loss
2024 Full Year Budget Projection	470,516 m3	558,248 m3	-87,732 m3	-\$333,934	-15.7%
2023 – Full Year	454,173 m3	549,569 m3	-95,396 m3	-\$363,106	-17.4%
2024 – Full Year	459,266 m3	559,798 m3	-100,532 m3	-\$382,653	-18.0%



Leak Detection System – Information

This daily tool allows staff to visually see where potential leaks may be occurring and dispatch resources to investigate.



Leak Detection Sensor Program Screenshot



Small sensor that rests on a valve and listens to the pipes between 2am and 4am daily for leak sounds.

A trend observed in recent years in the oldest areas of the city is that leaks are surfacing less on the road and finding their way through cracks in nearby sanitary sewers or residential sewer services. This trend makes finding the leaks extremely difficult and resource intensive. Fortunately, Council approved a leak detection system which was installed in December 2023. The sensors were installed on valves in the most critical locations.

In 2024, the following non-surfacing leaks were discovered and resolved:

- 4 – 1913 Cast Iron Water Main Leaks
- 1 – Copper Commercial Property Service Leak
- 3 – Lead Residential Service Leaks

By the end of 2024, the losses dropped dramatically but losses earlier in the year resulted in unfavorable year-end totals. Staff are becoming more familiar and confident with the new leak sensors to more aggressively find and address leaks. In addition, the city now has a significant number of new meters in stock to replace failed meters. In 2025 staff are optimistic that we will find, repair and reduce water losses throughout the system and increase consumption numbers by replacing failed water meters more promptly.

Annual Regulatory Compliance & Training - Information

The City of Humboldt is classed as a Level 2 Water and Wastewater community by the Water Security Agency (WSA). Key training requirements involve the Utility Operators attaining Level 2 certification as assessed by the Sask Operators Certification Board (OCB). Currently the City has three Level 2 certified operators and two Level 1 certified operators. Two management members are also certified as level 1.

Under provincial and federal environmental regulations, the City is required to comply annually with both the water and wastewater “permit to operate” requirements. Annual compliance involves an annual inspection of both the water and wastewater facilities by a WSA Environmental Protection Officer (EPO) where operational data is reviewed such as:

- Daily operation logs
- Weekly operation and maintenance logs
- Monthly operation and maintenance logs
- Annual operation and maintenance logs
- Seasonal wastewater discharge logs
- Annual report submission to Environment Canada

All logs require signatures of record and review. Any deviation from the permits is recorded as a noncompliance and submitted to the provincial and federal regulating bodies. Should a noncompliance item be reported, corrective actions are noted to bring the facility back within the permit parameters.

CONCLUSION

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



CITY OF HUMBOLDT REPORT

TITLE: Council Procedures Bylaw No. 02/2025
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That this report be received for information and be filed.

BACKGROUND

At the December 2023 Special Council Meeting, the following resolution was passed by Council.

#2024.318

That Administration review the Council Procedures Bylaw to include a Land Acknowledgement at the beginning of each Council Meeting."

CURRENT SITUATION

Administration has reviewed Bylaw No. 02/2020, the Council Procedures Bylaw and has included the requirements for land acknowledgements to be read at City Council meetings. The land acknowledgement would follow the call to order and be done by the meeting chair.

While the bylaw provides the addition of the land acknowledgement, it does not include a script. In November 2021, Executive Committee passed a motion to use the following land acknowledgement for any public meetings held by the City of Humboldt.

"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."

By not including a specific script into a bylaw, it allows some flexibility to the land acknowledgement that is given by the chair of the meeting.

OPTIONS

- **Option 1:** Approve the recommendation as presented.
- **Option 2:** Advise of further changes to the procedure bylaw.
- **Option 3:** Deny the recommendation and make no changes to the Council Procedures Bylaw.

ATTACHMENTS

- Draft Bylaw No 02/2025 – Council Procedures Bylaw

FINANCIAL IMPLICATION

There are no financial implications of accepting this report.

CONCLUSION

The changes made to the Council Procedures Bylaw include the addition for land acknowledgements to be made at City Council meetings.

CITY OF HUMBOLDT

BYLAW NO. 02/2025

A BYLAW OF THE CITY OF HUMBOLDT GOVERNING THE PROCEEDINGS OF CITY COUNCIL AND ANY COMMITTEES ESTABLISHED BY CITY COUNCIL

THE COUNCIL OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN ENACTS AS FOLLOWS:

PART I INTERPRETATION

1. Short Title

1.1 This Bylaw may be cited as The Procedure Bylaw.

2. Purpose and Scope

2.1 The purpose of this Bylaw is to provide for the orderly conduct of the business of City Council and for the proceedings of any committees established by City Council for the better administration of the City.

2.2 The Bylaw applies to all proceedings of City Council and any board or committee established by City Council except where, by Bylaw, City Council has established procedures to the contrary for a specific board or committee.

3. Definitions

3.1 In this Bylaw, in any amending Bylaws, and in any schedules attached hereto, the following words and terms shall have the following meanings unless there is something in the subject matter inconsistent therewith:

- (a) **Act:** means *The Cities Act*
- (b) **Acting mayor:** means the Councillor elected by council to act as the mayor if a vacancy arises in that office.
- (c) **Adjourn:** means to suspend proceedings to another time or place.
- (d) **Amendment:** means an alteration to a main motion by substituting, adding or deleting a word or words without materially altering the basic intent of the motion.
- (e) **Chair:** means a person who has the authority to preside over a meeting.
- (f) **City:** means the Municipal Corporation of the City of Humboldt or, where the context requires, the geographical area within the city limits of the City of Humboldt.
- (g) **City Clerk:** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act* and includes any duly authorized representative or designate of such person.
- (h) **City Council:** means the elected officials of the City of Humboldt elected pursuant to the provisions of *The Local Government Elections Act*.
- (i) **City Hall:** means the administration office of the Municipal Corporation of the City of Humboldt.
- (j) **City Manager:** means the person appointed as the City Manager for the City of Humboldt pursuant to Section 84 of *The Cities Act* and includes any duly authorized representative or designate of such person.
- (k) **Committee:** means a committee, board, authority or other body duly appointed by council.

- (l) **Correspondence:** includes, but is not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (m) **Councillor:** means the elected Councillors of the City of Humboldt duly elected pursuant to the provisions of *The Local Government Election Act*.
- (n) **Deputy Mayor:** means the Councillor who is appointed by council, pursuant to Section 7 of this bylaw, to act as mayor in the absence or incapacity of the mayor.
- (o) **Elected:** means the person or persons elected, from time to time, to public office in accordance with *The Local Government Elections Act*;
- (p) **Mayor:** means the elected Mayor of the City of Humboldt, elected in accordance with *The Local Government Election Act*.
- (q) **Member:** means the Mayor, Councillor or an appointed individual to a committee, commission or board of council.
- (r) **Motion:** means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (s) **Mover:** means a person who presents or proposes a motion or amendment.
- (t) **Order of business:** means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (u) **Point of order:** means the raising of a question by a member in a meeting claiming that the procedures of the meeting or of an individual council member are contrary to the procedural rules or practices.
- (v) **Point of privilege:** is the raising of a matter by a member which occurs while the council is in session, where:
 - i. the rights, privileges, decorum or dignity of the council collectively or the rights and privileges of a member individually have been affected,
 - ii. when a member believes that another member has spoken disrespectfully toward them or the council, or
 - iii. when a member believes their comments have been misunderstood or misinterpreted by another member or members; or
 - iv. when a member believes that comments made by the member outside the Council Chamber have been misinterpreted or misunderstood by the Community, the public or the news media in order to clarify his or her position.
- (w) **Point of procedure:** means a question directed to the person presiding at a meeting to obtain information on the rules or procedures bearing on the business at hand.
- (x) **Presiding Officer:** means the Mayor or the member of City Council who may, from time to time, be presiding over any meeting of City Council or a committee of Council, as the case may be;
- (y) **Public hearing:** means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:
 - (a) The Cities Act
 - (b) The Planning and Development Act, 2007;
 - (c) any other Act; or
 - (d) a resolution or bylaw of council.
- (z) **Quorum:** is

(a) subject to Section 119 of the Act and other applicable statutory provisions, in the case of Council, a majority of the whole Council.

(b) in the case of Council Committees, a majority of the members of the Council Committee.

(aa) **Resolution:** means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.

(bb) **Second:** means a person who formally supports a motion or amendment at the time it is proposed.

(cc) **Special committee:** means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.

(dd) **Special meeting:** means a meeting other than a regular scheduled meeting called pursuant to Section 97 of *The Cities Act* or the provisions of this bylaw.

(ee) **Standing Committee:** means any of the committees established or continued by Council pursuant to Section V of this Bylaw.

(ff) **Subcommittee:** means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.

(gg) **Unfinished Business:** means business which has been raised at the same, or a previous meeting, and which has not been completed.

3.2 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Schedules

4.1 The following schedules are attached to, and forms part of, this Bylaw:

- Schedule "A" - List of exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- Schedule "B" – Conflict of Interest Guidelines.

PART II

PROCEEDINGS OF CITY COUNCIL

5. City Council

5.1 City Council is the governing body of the City of Humboldt and shall exercise the powers and carry out the duties prescribed by law.

5.2 City Council shall consist of the Mayor and six (6) Councillors.

5.3 Subject to any limitations prescribed by law, City Council may delegate or assign its powers and duties as it may be deemed advisable and in the public interest.

6. Mayor

6.1 The Mayor shall preside, when in attendance, at all meetings of City Council unless another member of City Council is required or permitted to preside pursuant to *The Cities Act* or other applicable law or terms of this Bylaw.

6.2 The Mayor shall:

- (a) preserve order at council meetings;
- (b) enforce the rules of council;
- (c) decide points of privilege and points of order; and
- (d) advise on points of procedure.

- 6.3 The Mayor shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 6.4 The Mayor shall have the same rights and be subject to the same restrictions as all other members to make a motion.
- 6.5 When wishing to make a motion, the Mayor shall call upon another member of City Council to temporarily preside over the meeting until the motion has been dealt with;
- 6.6 The Mayor is an ex-officio member of all committees established by City Council, unless City Council provides otherwise.

7. Deputy Mayor

- 7.1 City Council shall, at the first meeting after a general election, appoint Councillors as Deputy Mayor and such appointments shall be in consecutive terms of eight (8) months or for such longer period as Council may decide, and in any event until a successor is appointed.
- 7.2 If the Mayor, for any reason, is unable to perform the duties of his or her office, the Deputy Mayor shall have all of the powers of the Mayor during the inability.

8. Acting Mayor

- 8.1 Council shall, appoint a member to act as Mayor if:
 - (a) both the Mayor and the Deputy Mayor, if one has been appointed pursuant to Section 7, are unable to perform the duties of his or her office; or
 - (b) the offices of both the Mayor and the Deputy Mayor are vacant.
- 8.2 The member to be appointed, shall be elected by a majority of the members present.
- 8.3 Where two (2) members have an equal number of votes, the City Clerk shall:
 - (c) write the names of those members separately on blank sheets of paper of equal size, color and texture;
 - (d) fold the sheets in a uniform manner so the names are concealed;
 - (e) deposit them in a receptacle; and
 - (f) direct a person to withdraw one (1) of the sheets.
- 8.4 The member whose name is on the sheet withdrawn shall be declared elected.

9. Conduct of Members

- 9.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 9.2 If more than one member wishes to speak at a meeting at the same time, the Mayor shall indicate which member shall speak first.
- 9.3 When addressing a council meeting, a member shall refrain from:
 - (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 9.4 When a member is addressing the council, all other members shall:
 - (a) remain quiet and seated;

- (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 9.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- 9.6 Every member who leaves the Council meeting before the meeting is over, whether intending to return to the meeting or not, shall notify the City Clerk.

PART III MEETINGS

10. First Meeting

- 10.1 The first meeting of council following a general election is to be held:
- (a) at the time set out in a bylaw or resolution made pursuant to subsection 96(1) of the *Cities Act*, or
 - (b) within 31 days after the general election.
- 10.2 At the first meeting of council:
- (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every council member shall take the oath of office pursuant to the *Cities Act*.

11. Notice of Meetings

- 11.1 Notice of regularly scheduled council meetings is not required to be given.
- 11.2 If the date, time or place of a regularly scheduled meeting is changed, at least twenty-four(24) hours notice of the change will be given to all members of council and the public.

12. Method of Giving Notice

- 12.1 Notice of a Council meeting is deemed to have been given to a member of Council if the notice is:
- (a) delivered personally,
 - (b) left at the usual place of business or residence of the member; or
 - (c) sent to the member by facsimile or electronic mail at the address specified by the member.
- 12.2 Notice of a council meeting is to be given to the public by posting notice of the meeting at City Hall.

13. Regular Meetings

- 13.1 All regular meetings of City Council shall:
- (a) be held every fourth Monday of each month;
 - (b) commence at 5:30 p.m.;
 - (c) be held in the Council Chambers at City Hall.
- 13.2 City Council may, by resolution:
- (a) alter the date, hour and/or place of any regular meeting of City Council;
 - (b) cancel any regular meeting of City Council;
- 13.3 Whenever any Monday referred to in Subsection (13)(a) hereof is a Statutory or Public Holiday according to law, the City Council, unless otherwise determined by a resolution passed at a previous meeting, shall meet at the same hour and place on the day next following which is not a Statutory or Public Holiday.

14. Special Meetings of City Council

14.1 The City Clerk shall call a special meeting of City Council whenever:

- (a) the Mayor deems it expedient and in the public interest to do so; or
- (b) is requested to do so in writing by a majority of Councillors.

14.2 Where a special meeting of City Council is called:

- (a) all members of City Council shall receive, at least, twenty-four (24) hours' notice of the time and place of the meeting and, in general terms, the business to be transacted at the meeting; and
- (b) the City Clerk shall post notice of the time and place of the meeting at City Hall at least twenty-four (24) hours prior to the meeting and shall describe, in general terms, the business to be transacted thereat.

14.3 The Mayor may direct the City Clerk to call a special meeting of City Council on less than twenty- four (24) hours' notice and without posting notice at City Hall provided that, immediately prior to the beginning of the special meeting, all members of City Council unanimously agree to do so.

14.4 No business, other than that stated in the notice, shall be transacted at any special meeting of City Council unless:

- (a) all members of City Council are present at the meeting; and
- (b) all members of City Council unanimously resolve to do so.

15. Meeting through Electronic Means

15.1 A Council meeting may be conducted by means of a telephonic, electronic or other communication facility in accordance with Section 99 of *The Cities Act*.

16. Meetings of City Council to be in Public, Exceptions

16.1 Subject to the specific provisions of this Bylaw, all meetings of City Council shall be open to the public and every member of the public shall have the right to be present during all City Council meetings unless that person has been expelled for improper conduct.

16.2 No act or proceeding of City Council is effective unless it is authorized or adopted by resolution or bylaw at a meeting of City Council, which is open to the public.

16.3 City Council may, by resolution, close all or part of a meeting to the public if a matter to be discussed at that meeting is one (1) of the exemptions listed in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or concerns long range or strategic planning.

16.4 Where City Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:

- (a) the members of City Council;
- (b) the City Manager, the City Clerk and such other members of City Administration as the members of City Council may deem appropriate;
- (c) such members of the public as may be allowed to attend by the presiding Officer.

16.5 Where City Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the City Clerk shall record in the minutes thereto:

- (a) the time the in-camera portion of the meeting commenced and concluded;
- (b) the names of the parties present; and
- (c) the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public, under section 94 of the Cities Act.

16.6 No resolutions or bylaws may be passed during a closed meeting.

16.7 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

16.8 No minutes or record of proceedings shall be kept with respect to a closed meeting.

17. Order of Business

17.1 The order of business for every regular meeting of City Council shall be as follows:

1. **Call to Order**, which shall proceed according to section 18 of this Bylaw.
2. **Land Acknowledgement**, during which the chair of the meeting shall acknowledge the gathering on Treaty 6 territory.
3. **Adoption of the Agenda**
4. **Conflict of Interest**, during which members of City Council may acknowledge as to whether they have a conflict of interest in any of the items on the agenda in accordance with Schedule B – Conflict of Interest Guidelines.
5. **Public Acknowledgements**, during which members of City Council may:
 - (a) acknowledge the passing of persons of significance to the City of Humboldt,
 - (b) make statements respecting recent events of significance to the City of Humboldt;
 - (c) acknowledge persons attending in Council Chambers.
6. **Adoption of Minutes**, during which City Council shall receive, correct, if necessary, and adopt the minutes of the last regular meeting of City Council, together with any special meetings of City Council which have occurred since the last regular meeting.
7. **Delegations**, during which Council shall hear delegations in accordance with Section 22.
8. **Correspondence and Petitions**, during which City Council shall receive and/or consider any correspondence, petition or report placed before them by City Administration in accordance with Section 21.
9. **Reports of Standing Committees of City Council**, during which City Council shall receive, without debate, the minutes of any meetings of a Standing Committee of City Council which have occurred since the last regular meeting of City Council.
10. **Matters arising from Reports of Standing Committees**, during which City Council may debate, if necessary, and adopt motions arising from the minutes of Standing Committees.
11. **Reports of Advisory and other Committees**, during which City Council shall:
 - (a) receive the minutes of any meeting of an Advisory Committee or other committee of City Council which has occurred since the last regular meeting of City Council; and
 - (b) debate any recommendations of such committees that require the approval of City Council.
12. **Giving Notice**, during which members may provide notice pursuant to Section 23 of this Bylaw.
13. **Motions**, during which members shall debate:
 - (a) motions arising pursuant to Section 23 of this Bylaw.
 - (b) such other matters as may properly come before City Council.
14. **Bylaws**, during which members shall receive and/or consider any bylaws placed before them by City Administration.

15. **New Business;** during which members shall receive and/or consider any new business placed before them by City Administration.
16. **Unfinished Business;** during which members shall receive and/or consider any unfinished business place before them by City Administration.
17. **Enquiries,** during which members of City Council may ask verbal questions or submit written enquiries pursuant to Section 24 of this Bylaw.
18. **Motion to go into Committee of the Whole,** during which City Council may resolve to go into Committee of the Whole to deal with correspondence, delegations and petitions or any other matter in accordance with Schedule “A” List of Exemptions in Part III of *The Local Authority Freedom of Information and Protections of Privacy Act*.

19. **Adjournment**

- 17.2 The City Clerk shall prepare the agenda for every regular meeting of City Council in accordance with the order of business set forth in Section 17.1.
- 17.3 The business of City Council shall be taken up in the order in which it stands on the agenda unless otherwise determined by a vote of a majority of members present.
- 17.4 Every regular meeting of Council shall automatically adjourn at the hour of nine(9:00)o’clock p.m., if in session at that hour, unless otherwise determined by unanimous vote of the members present.

18. **Call to Order**

- 18.1 All meetings of City Council shall be called to Order when a majority of the members of City Council are present at the hour appointed for that meeting by:
 - (a) the Mayor; or
 - (b) in the absence of the Mayor, the Deputy Mayor; or
 - (c) in the absence of both the Mayor and the Deputy Mayor, Council shall appoint any Acting Mayor.
- 18.2 If any member of City Council, who is to preside at a meeting of City Council, is unable to attend or does not attend within fifteen (15) minutes of the hour appointed for that meeting, the remaining members of City Council may appoint a member present to perform the duties of the absent member of City Council.
- 18.3 Members of City Council are encouraged to notify the City Clerk when the member is aware that he or she will be absent from any meeting of council.

19. **Quorum**

- (a.) A quorum of Council is a majority of members of City Council.
- (b.) If a member of City Council declares a conflict of interest on an agenda item, they are not to be counted for the purpose of determining whether a quorum of the Council is present when the question is put to a vote.
- (c.) If the number of members of City Council declaring a conflict of interest results in a loss of quorum, the remaining members of City Council are deemed to be a quorum unless the number is less than two.
- (d.) Any act or proceeding of City Council that is adopted at any Council meeting at which a quorum is not present is invalid.

20. **Absence of Quorum**

- 20.1 Unless a majority of the members of City Council are present within thirty (30) minutes of the hour appointed for that meeting, the meeting shall stand adjourned until the next regular meeting of City Council, unless a special meeting is called in the interim.
- 20.2 In the event of an absence of quorum, the City Clerk shall record the names of the members present and the fact that the meeting stood adjourned for want of quorum.
- 20.3 Subject to the Act, if at any meeting the number of members is reduced to less than the number required for a quorum, City Council shall stand adjourned.
- 20.4 Any unfinished business at the time of the adjournment, due to the loss of quorum, shall be considered at the next regular meeting, or it shall be placed on the agenda for a special meeting called for the purposed of dealing with the unfinished items.

21. Correspondence and Petitions

- 21.1 Every correspondence, notice of motion, and application seeking action of City Council and all petitions intended for City Council must be received by the City Clerk on or before 12:00 in the afternoon on the Thursday in the week preceding the meeting of Council.
- 21.2 Subject to Sections 21.1, 21.3, 21.4 and 21.5, the City Clerk shall place all original correspondence and petitions on the agenda of the next ensuing regular meeting of City Council.
- 21.3 Whenever appropriate and possible, City Administration shall prepare, or cause the preparation of, a report or letter of transmittal for the benefit of members of City Council to accompany all correspondence and, for the purpose of obtaining such additional information, the City Clerk may delay placing correspondence on the agenda of City Council until such information is available unless directed to do otherwise by the Mayor.
- 21.4 No correspondence or petition shall be placed on the agenda of City Council where:
- (a) the correspondence does not identify or provide any means of contacting the author;
 - (b) the purpose of which is to request an opportunity for a delegation to be heard, and does not contain a description of the issue or issues to be addressed by the delegation, together with a summary of the action or actions to be requested of City Council by the delegation;
 - (c) the correspondence or petition, as the case may be, contains offensive or disparaging remarks respecting the City of Humboldt, City Council, any member of City Council, any civic official, or any other person;
 - (d) the correspondence or petition is merely for the purpose of providing information without seeking action of City Council, in which case, such correspondence shall merely be provided by the City Clerk to members of City Council for their information.
- 21.5 Subject to the requirements of *The Cities Act* or any other applicable law, the City Clerk may delay placing a petition on the agenda of City Council for the purpose of determining the sufficiency of that petition.

22. Delegations before Council

- 22.1 No person or delegation shall be heard by Council;
- (a) except, in relation to a matter on the agenda of, and when properly before, City Council;

- (b) notwithstanding subsection (a), by resolution permitting that delegation or person, as the case may be, to address members of City Council;
- (c) after the commencement of debate by members of Council on a motion respecting the matter in question, other than a motion to permit persons or delegates to speak.

22.2 Prior to addressing members of City Council, all persons wishing to speak on behalf of themselves or a delegation shall state their name for the record.

22.3 Unless the presiding Officer otherwise permits, spokespersons for any one delegation shall be limited to one (1) individual.

22.4 The total time allowed for any one delegation to speak to its presentation, exclusive of the time required to answer questions of Council, shall be limited to fifteen (15) minutes.

22.5 The spokesperson shall confine comments to the subject matter contained in the original correspondence to the City Clerk.

Delegates May Not Speak Offensively

22.6 No person, who has been granted the privilege of addressing members of City Council, shall make offensive or disparaging remarks respecting the City of Humboldt, City Council, and any member of City Council, any civic official, or any other person.

22.7 In the event of a violation of Section 22.6, the presiding Officer shall promptly interrupt the speaker and require an immediate withdrawal of the offending remarks, with suitable apology.

22.8 In the event a speaker fails to comply with the requirements of the presiding Officer pursuant to Section 22.6, that person shall not be permitted to continue his/her address to members of City Council and may, by resolution, be expelled from Council Chambers upon such terms and conditions as City Council may deem appropriate.

Business Arising From Delegations

22.9 Motions and debate of the business arising from a delegation may be considered under the New Business section of the agenda.

23 Motions – Consideration of new Matters

23.1 No motion pertaining to any matter, other than the business of City Council placed on the agenda by the City Clerk, shall be received or open to debate except in accordance with this section.

23.2 A member of City Council wishing to introduce a motion pertaining to a matter other than that provided for in Section 23.1, shall provide members of City Council with notice of intention to introduce to do so.

23.3 The notice referred to in Section 23.2 shall:

- (a) be given at a regular meeting of City Council; and
- (b) summarize the nature of the new business and, in general terms, the motion that the member intends to introduce.

23.4 The motion shall be moved by the member at the next ensuing regular meeting of City Council.

23.5 A written copy of the motion shall be provided to the City Clerk prior to the meeting of City Council at which the member intends to introduce the motion.

23.6 City Council may, by motion, supported by not less than two-thirds of the members present, waive the requirements of this section.

24. Enquiries

24.1 Under the order of business entitled “Enquiries”, members of City Council may:

- (a) ask questions of City Administration respecting the affairs of the City of Humboldt, provided that such questions may be answered directly, without research; or
- (b) submit questions, in writing, respecting the affairs of the City of Humboldt.

24.2 All enquiries shall be read by the member, without debate, argument or unnecessary facts.

24.3 The City Manager shall promptly prepare, or cause the preparation of, an answer to all enquiries which information shall be provided by the City Clerk to members of City Council at the next regular meeting of City Council.

25. Council Proceedings and Voting

25.1 All questions, matters and proceedings properly before City Council shall be decided by resolution of members of City Council then present.

25.2 All members of City Council present (including the Mayor) shall vote on all matters properly before City Council, unless the member is required or permitted to abstain from voting pursuant to *The Cities Act* or any other applicable law.

25.3 If a member abstains from voting on a matter, for which that member is not required or permitted to abstain from voting, the member shall be deemed to have voted in the negative.

25.4 All questions are to be decided by a majority vote of the members present.

25.5 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw, as the case may be, shall be defeated.

25.6 All questions are to be decided by a majority vote of the members.

26. Member’s Privilege, Re: Speaking

26.1 Subject only to the limitations set forth in this Bylaw, all members of City Council and the City Manager shall have the privilege of speaking to any issue properly before City Council.

26.2 No member of City Council shall speak:

- (a) except when called upon to do so by the presiding Officer, other than for the purpose of raising a point of order or question or privilege;
- (b) respecting a matter other than the matter or question properly before City Council;
- (c) more than three (3) times with respect to the same question.

26.3 All members of City Council and the City Manager shall, when speaking to a matter or question before City Council address the presiding Officer and make all inquiries of and through the presiding Officer.

27. Presiding Officer’s Participation in Proceedings or Vote

27.1 If the presiding Officer wishes to participate in the debate, he/she shall call upon another member of City Council to temporarily preside over the meeting until he/she resumes the Chair.

27.2 The presiding Officer shall vote on all matters properly before City Council unless the member is required or permitted to abstain from voting pursuant to *The Cities Act* or other applicable law.

28. Recorded Vote

28.1 Prior to the question being put on a matter, any member of City Council may request that the vote on that matter be recorded.

28.2 In the event a member of City Council requests that a vote be recorded:

- (a) the presiding Officer shall, following the question being put, state the name of each member voting for, and each member voting against, the matter; and
- (b) the City Clerk shall record in the minutes the names of each member present and whether or not each member voted for or against the matter.

29. Preservation of Order

29.1 The presiding Officer shall preserve order and decorum during all meetings of City Council and, subject to any appeal to City Council, shall decide all questions of order or points of privilege.

29.2 No member of City Council shall:

- (a) interrupt another member while speaking, except to raise a point of order or question or privilege;
- (b) debate any previous vote of City Council, except for purposes of moving that such vote be amended, rescinded or reconsidered in accordance with the provisions of this Bylaw;
- (c) walk across or out of the room or leave the meeting, when the question has been put;
- (d) speak disrespectfully to members of City Council or of City Administration;
- (e) resist the rule or disobey the decision of the presiding Officer respecting any question of order or procedure of City Council.

29.3 In the event a member of City Council resists or disobeys the decision of the presiding Officer, the presiding Officer may order that member to leave his/her seat for the remaining part of that meeting.

29.4 In the event a member of City Council refuses to leave his/her seat when ordered to do so by the presiding Officer, the meeting shall be temporarily adjourned until:

- (a) the member apologizes to City Council for his/her conduct and is permitted to retake his/her seat; or
- (b) the member voluntarily leaves his/her seat or is removed by a peace officer and order is restored.

29.5 A member that has been ordered to leave his/her seat by the presiding Officer may request permission to retake his/her seat during the remaining part of that meeting and may do so, by resolution, of the remaining members of City Council.

30. Matters of Order and Privilege

30.1 Any member of City Council may rise on a point of Order or a question of privilege and, when he/she does so, if the debate is in progress, it shall be suspended and the speaker shall yield the floor until the point of Order or question of privilege, as the case may be, is settled.

30.2 The person rising on the point of Order or question of privilege shall state the point of Order or question of privilege, as the case may be, without unnecessary comment and shall then resume his/her seat.

30.3 The City Clerk may, at the request of the presiding Officer, provide advice to City Council with respect to any procedural matter, the rights and privileges of members of City Council, or the application or interpretation of the procedures set forth in this Bylaw.

30.4 The decision of the presiding Officer shall stand unless reversed by a vote of a majority of members present.

30.5 Any member of City Council may appeal the decision of the presiding Officer to a vote of a majority of members present, which decision shall be final and binding.

31. Motions and Debate

31.1 A motion shall express fully and clearly the intent of the mover and shall not be preceded by any preamble or whereas clauses.

31.2 A motion shall not be considered unless it has been seconded.

31.3 Any member may require the motion under debate to be read at any time during the debate, but not so as to interrupt a member while speaking.

31.4 When a motion is under debate no other motion may be made, except a motion to:

- (a) amend a motion;
- (b) refer motion to a council committee or administration for a report back to council;
- (c) postpone a motion to a fixed date;
- (d) request that a motion be put to a vote;
- (e) extend the time for a council meeting; or
- (f) adjourn the meeting.

31.5 Notwithstanding any other provisions of this bylaw, the member, who moved a motion after a motion is under debate, may, with the consent of council:

- (a) on his or her own initiative while he or she is speaking on the same; or
- (b) when requested by another member speaking on the motion;
- (c) change the wording of the motion, or agree to a change proposed by another member, if the alteration does not change the intention of the motion.

31.6 All motions shall be considered in the order in which they were moved.

32. Motion to Amendments

32.1 Except as provided in Subsection 32.12, any motion may be amended to:

- (a) add words within the motion;
- (b) delete words within the motion; or
- (c) change a word or words within the motion.

32.2 The amending motion must be:

- (a) relevant to the main motion;
- (b) made while the main motion is under consideration; and
- (c) consistent with the principle embodied in the main motion.

32.3 An amending motion may also be amended.

32.4 A sub amendment must be:

- (a) relevant to the original amendment;
- (b) made while the original amendment is under consideration; and
- (c) consistent with the intent of either the original amendment or the main motion.

32.5 Only two (2) amendments to a motion, an amendment and a sub amendment, are allowed at the same time. When one or both have been dealt with, a further amendment or sub amendment may be entertained.

32.6 There is no limit to the number of amendments or sub amendments that may be proposed.

32.7 An amendment may be introduced at any stage before the question is put on the main motion provided there is not more than one amendment and one sub amendment before the meeting at one time.

32.8 Any member wishing to move an amendment that is not in order at the time because there are already two amendments before the meeting may state the intention of the proposed amendment, as the proposal may affect the vote on those motions awaiting decision.

32.9 The main motion shall not be debated until all amendments to it have been put to a vote.

32.10 Amendments shall be put in the reverse order to the order in which they were moved.

32.11 When all amendments have been voted on, the main motion incorporating all amendments adopted shall be put to a vote.

32.12 No amendments shall be made to the following motions:

- (a) a motion to adjourn;
- (b) a motion to defer to a fixed date, except as to the date; and
- (c) motion requesting that a motion be put to a vote.

33. Dividing a Motion into Parts

33.1 A member may request or the mayor may direct that a motion be divided if the motion contains more than one separate and complete recommendation.

33.2 City Council shall then vote separately on each recommendation.

33.3 A new motion to add a further recommendation is permitted provided:

- (a) the proposed recommendation is relevant to the original motion;
- (b) the proposed recommendation does not alter in a significant way the principle embodied in the original motion; and
- (c) the original motion has been dealt with.

34. Motion Arising

34.1 When a particular matter is before City Council, a motion arising on the same matter is permitted provided:

- (a) the proposed motion is related to and rises from the item which has just been considered;
- (b) the proposed motion does not alter in a significant way the principle embodied in the original motion; and
- (c) the proposed motion is made before the consideration of any other item of business at the meeting.

35. Request that Motion be put to Vote

35.1 A motion requesting that a motion be put to a vote shall not be moved or seconded by a member who has spoken to the original motion.

35.2 A motion requesting that a motion be put to a vote shall not be amended or debated.

35.3 If a motion requesting that a motion be put to a vote is passed by council, the original motion shall immediately be put to a vote of council without any amendment or debate.

35.4 If a motion requesting that a motion be put to a vote is not passed by council, the original question may be amended or debated.

36. Motion to Adjourn

36.1 A member may move a motion to adjourn a meeting at any time, except when:

- (a) another member is in possession of the floor;
- (b) a call for a recorded vote has been made;

- (c) the members are voting;
- (d) when City Council is considering a motion requesting that a motion be put to a vote;
- (e) a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.

36.2 A motion to adjourn shall be decided without debate.

37. Motion Contrary to Rules

37.1 The Mayor may refuse to put to council a motion which is, in the opinion of the Mayor, contrary to the rules and privileges of council.

38. Withdrawal of Motions

38.1 The mover and seconder of a motion may withdraw it at any time prior to a vote being taken or prior to the motion being amended.

39. Motion to Reconsider

39.1 A motion to reconsider shall apply to resolutions only, and shall not apply to bylaws passed by council.

39.2 A motion to reconsider is in order whether the original motion passed or failed.

39.3 A motion to reconsider may only be made at the same council meeting as the original motion was voted on.

39.4 A motion to reconsider must be moved by a member who voted with the prevailing side of the original motion.

39.5 When a motion loses on a tied vote, the prevailing side is those who voted against the motion.

39.6 A motion to reconsider may be seconded by any member regardless how the member voted on the original motion.

39.7 A motion to reconsider is debatable only if the motion being reconsidered is debatable.

39.8 A motion to reconsider cannot be amended.

39.9 A motion to reconsider shall require a majority vote of the members present at the meeting.

39.10 If a motion to reconsider is adopted, the original motion is immediately placed before council to be reconsidered.

39.11 Once a vote on a motion to reconsider has taken place, there shall be no further motion to reconsider that resolution.

40. Motion to Rescind

40.1 A motion to rescind shall apply to resolutions only and shall not apply to bylaws passed by council.

40.2 A motion to rescind is in order only when the original motion passed. No motion to rescind shall be necessary when the original motion failed.

40.3 40.3 A motion to rescind may be made at any time following the council meeting at which the original motion was voted on regardless of the time that has elapsed since the original vote was taken.

40.4 A motion to rescind may be moved and seconded by any council member regardless how they voted on the original motion.

40.5 A motion to rescind is debatable.

40.6 A motion to rescind may be amended.

40.7 A motion to rescind shall, in all cases, require a majority vote of all council members to pass.

40.8 A motion cannot be rescinded:

- (a) when the making or calling up of a motion to reconsider is in order;
- (b) when action on the motion has been carried out in a way that cannot be undone; or
- (c) when a resignation has been accepted or actions electing or expelling a person from membership or office have been taken.

41. Motion to Postpone

41.1 Where a majority of all members decide to postpone a motion to a fixed date, the motion cannot be considered by council until the fixed date.

41.2 Council may consider a postponed motion before the fixed date if a majority of members agree that the motion may be considered before that date.

41.3 The only amendment allowed to a motion to postpone to a fixed date is to change the date.

42. Motion to Refer

42.1 A motion to refer a matter shall not be amended or debated except with respect to the conditions of the referral or the time required to carry out the review.

42.2 A member making a referral motion generally should include in the motion:

- (a) the terms on which the motion is being referred; and
- (b) the time when the matter is to be returned.

43. Debate on Motion

43.1 No member shall speak more than once to a motion, until each member has been provided an opportunity to speak on the motion, except to explain a material part of their speech which may have been misquoted or misunderstood.

43.2 The mover of the motion shall be given the first opportunity to speak.

43.3 The mover of the motion shall be allowed a reply at the conclusion of the debate.

44. Rules Applicable Where not Provided for in this Bylaw

44.1 In any matter of procedure not provided for in this Bylaw, the proceedings of City Council shall be guided by *Robert's Rules of Order*, as interpreted in the book written by J. Jeffrey Auer, *Essentials of Parliamentary Procedure*.

PART III

COMMITTEE OF THE WHOLE

45. Proceedings of Committee of the Whole

45.1 The Mayor or Deputy Mayor, as the case may be, shall preside at all meetings of Committee of the Whole.

45.2 The rules of procedure provided for in Part II of this Bylaw respecting the proceeding of City Council shall apply to the proceedings of Committee of the Whole, provided, however, that no motions can be made in the Committee of the Whole.

45.3 Committee of the Whole shall be called to Order by the presiding Officer upon resolution of City Council to do so.

46. Motion to Rise and Report

46.1 On motion of the Committee of the Whole to rise and report, the question shall be decided without debate.

PART IV

PROCEDURE RESPECTING BYLAWS

47. Introduction of Bylaws

47.1 Every bylaw shall be introduced by the Deputy Mayor or Acting Deputy Mayor, as the case may be, upon resolution of City Council to do so.

47.2 No bylaw shall be introduced in blank or in an imperfect form.

47.3 No bylaw shall be introduced unless all members of City Council have had an opportunity to review the full text of the proposed bylaw.

48. First reading of a bylaw

48.1 A motion to give first reading to a bylaw is not subject to debate.

48.2 During first reading of a bylaw, the Deputy Mayor or Acting Deputy Mayor, as the case may be, shall read the title only of the bylaw.

48.3 A bylaw is not subject to amendment during first reading.

49. Second reading of a bylaw

49.1 A motion to give second reading to a bylaw shall be subject to debate.

49.2 During second reading of a bylaw, the Deputy Mayor or Acting Deputy Mayor, as the case may be, shall read the title only of the bylaw.

49.3 Amendments to a bylaw may be moved and adopted during second reading.

50. Third reading of a bylaw

50.1 A motion to give third reading to a bylaw shall be subject to debate.

50.2 During third reading of a bylaw, the Deputy Mayor or Acting Deputy Mayor, as the case may be, shall read the title only of the bylaw.

50.3 A bylaw is not subject to amendment during third reading.

50.4 No bylaw shall receive more than two (2) readings at the same meeting of City Council except by the unanimous resolution of the members present.

51. Custody of Bylaws

51.1 Every bylaw which has been passed by City Council shall be numbered, dated, signed by the Mayor and City Clerk, affixed with the corporate seal, and kept in safekeeping by the City Clerk.

51.2 Every bylaw which has been passed by City Council shall be bound with the Minutes of City Council, as a supplement thereto, for the year in which they are passed.

PART V

STANDING COMMITTEES OF CITY COUNCIL

52. Executive Committee of Council Established

52.1 The Executive Committee of Council is hereby established comprised of the Mayor and all members of City Council.

52.2 The Chairperson of the Executive Committee shall be the Deputy Mayor.

52.3 The Chairperson shall preside at all meetings of the Executive Committee of Council.

52.4 Meetings of the Executive Committee of Council shall be held on the second Monday of every month at 5:30 p.m. or as set by resolution of the Committee, in the Council Chambers.

52.5 Whenever any Monday referred to in Subsection 51.3 is a Statutory or Public Holiday, according to law, the Executive Committee of Council, unless otherwise determined by a resolution passed at a previous meeting, shall meet at the same hour and place on the day next following which is not a Statutory or Public Holiday.

52.6 The rules of procedure provided for in Part II of this Bylaw shall apply to the proceedings of the Executive Committee of Council.

52.7 The rules provided for in Section 22 of this Bylaw respecting delegations addressing City Council shall apply to delegations or persons wishing to address members of the Executive Committee of Council.

53. Executive Committee of Council meetings to be in public, exceptions

53.1 Subject to the specific provisions of this Bylaw, all Executive Committee Meetings of Council shall be open to the public and every member of the public shall have the right to be present during such meetings unless that person has been expelled for improper conduct.

53.2 The Executive Committee of Council may, by resolution, close all or part of a meeting to the public if the matter to be discussed is within one (1) of the exemptions listed in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.

53.3 Where the Executive Committee of Council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:

- (a) the members of the Committee;
- (b) the City Manager, the City Clerk and such other members of City Administration as the members of the Committee may deem appropriate;
- (c) such members of the public as may be allowed to attend by the Chairperson.

53.4 Where the Executive Committee of Council resolves to close a portion of a meeting to the public, in addition to the resolution to do so, the minutes shall state:

- (a) the time the in-camera portion of the meeting commenced and concluded;
- (b) the names of the parties present; and
- (c) the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* relied upon for authority to close the meeting to the public.

54. Proceedings of Executive Committee of Council

54.1 All questions, matters and proceedings properly before the Executive Committee Meeting of Council shall be decided by resolution of members then present.

54.2 Motions do not need to be seconded.

54.3 There is no limit to the number of times a member may speak, once all other members who wish to speak have spoken.

54.4 Every member of the Executive Committee in attendance, including the Chair, must vote on every issue, unless excused due to a financial or conflict of interest, pursuant to Schedule B.

54.5 A quorum is a majority of the members of the Executive Committee with the exception as set out in Section 19 and 20.

54.6 No business whatsoever will be conducted in the absence of quorum.

54.7 If during the Executive Committee meeting, quorum is lost, the meeting will be adjourned.

54.8 If there is no quorum fifteen (15) minutes past the start time of the meeting, the meeting will be adjourned.

54.9 Once the meeting is adjourned, the meeting can continue for discussion purposes only.

54.10 The Chair of the Executive Committee, assisted by the City Clerk is responsible for the proper conduct of all meetings.

54.11 The minutes of every meeting of the Executive Committee of Council shall be recorded in accordance with the requirements set forth in *The Cities Act*.

55. Reports of the Executive Committee Meeting of Council

55.1 The minutes of every meeting of the Executive Committee of Council shall be placed by the City Clerk on the agenda of the next regular meeting of City Council.

55.2 No decision made by the Executive Committee shall have any force or effect until approved by separate resolution of City Council at a duly constituted meeting of City Council.

55.3 The Executive Committee of Council may request reports from Administration for informational purposes without a separate resolution of City Council at a duly constituted meeting.

55.4 A motion to receive the minutes of a meeting of a Executive Committee Meeting of Council is not subject to debate.

PART VI

ADVISORY AND OTHER COMMITTEES

56. Advisory and Other Committees

56.1 City Council may, by bylaw or resolution, establish any committee or board that it considers desirable for the purpose of providing advice and recommendations to members of City Council respecting the management and operation of any activity of the City.

56.2 City Council shall, by bylaw or resolution, set out the terms of reference, duties, powers and functions of any committee or board.

56.3 All boards or committees shall be subject to the requirements of *The Cities Act* or the provisions of this Bylaw.

57. Proceedings of Advisory and Other Committees

57.1 All questions, matters and proceedings properly before a committee established or continued pursuant to this Part shall be decided by resolution of members then present.

57.2 Subject to any specific powers, duties and authority which may be delegated by bylaw or resolution of City Council, no decision, recommendation or resolution of a board or committee shall be effective unless specifically adopted by resolution of City Council.

57.3 The minutes of every committee established or continued pursuant to this Part are to be recorded in accordance with the requirements set forth in *The Cities Act*.

58. Reports of Advisory and Other Committees

58.1 The minutes of every meeting of all advisory and other committees shall be placed by the City Clerk on the agenda of the next regular meeting of City Council.

59. Nominations to Advisory and Other Committees

59.1 The City Clerk shall, annually or on such other basis as may be required by City Council, prepare and advertise a list of all boards and committees of City Council, to which members of the public may be appointed, and publicly call for the names of persons interested in being appointed to such boards or committees.

PART VII

MISCELLANEOUS

60. Limitation of Action by Members

60.1 No member of City Council shall direct or interfere with the functioning of any department of the City or with the performance of any work carried on by such department except that in the absence of the City Manager, his or her designate may act in his stead. Committee chairpersons shall direct matters of concern regarding department functions to the City Manager.

61. Suspension of Rules

61.1 Subject to any requirements, which may be set forth in *The Cities Act*, any rule of procedure provided for in this Bylaw may be temporarily suspended by motion and affirmative vote of not less than two-thirds of the members present.

62. Procedure for Repeal or Amendment of This Bylaw

62.1 This bylaw may not be repealed or amended:

- (a) without prior written notice to all members of City Council; and
- (b) except by motion and affirmative vote by not less than two-thirds of the members of City Council present.

63. Bylaws Repealed

63.1 Bylaw No. 02/2020 and all amendments thereto are hereby repealed.

64. Coming into Force

64.1 This Bylaw shall come into force and take effect upon third and final reading.

Mayor: Rob Muench

Interim City Clerk: Jace Porten

READ a first time the __ day of _____, 202_.

READ a second time the __ day of _____, 202_.

READ a third time and adopted the __ day of _____, 202_.

SCHEDULE “A”
List of Exemptions in Part III of The Local Authority
Freedom of Information and Protection of Privacy Act.

The following information is confidential and the proceedings of City Council or any committee of Council may be held in-camera for the purpose of obtaining or discussing such information:

1. Information obtained in confidence either implicitly or explicitly from another level of government or another local authority.
2. Information, the release of which, could interfere or prejudice law enforcement or any lawful investigation or be injurious to the conduct of existing or anticipated legal proceedings.
3. A record which contains a draft bylaw or resolution.
4. In-Camera agendas or deliberations which include personal information.
5. Records which may contain:
 - (1) advice, proposals, recommendations, analysis or policy options developed by or for a local authority;
 - (2) consultations or deliberations involving officers or employees of the local authority;
 - (3) positions, plans, procedures, criteria or instructions developed for contractual or other negotiations by or on behalf of the local authority;
 - (4) plans that relate to the management of personnel or the administration of the local authority which have not been implemented; and
 - (5) information including proposed plans, policies or projects which may reasonably expect to result in disclosure of a pending policy or Works & Utilities decision.
6. A record which could reasonably be expected to disclose:
 - (1) trade secrets;
 - (2) proprietary information;
 - (3) information obtained through research by an employee, the disclosure of which, could be reasonably expected to deprive the employee of priority of publication;
 - (4) information, the disclosure of which, could reasonably be expected to interfere with contractual or other negotiations;
 - (5) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations;
 - (6) information, the disclosure of which, could reasonably be expected to prejudice the economic interest of the local authority; and
 - (7) information, the disclosure of which, could reasonably be expected to result in an undue benefit or loss to a person.
7. Third party information, which includes trade secrets of a third party or other information supplied in confidence to a local authority by a third party.
8. Records that contain information relating to testing or auditing procedures or details of specific tests to be given or audits to be conducted, the disclosure of which could reasonably be expected to prejudice the use or results of the tests or audits.
9. Any record, the disclosure of which could threaten the safety or physical or mental health of an individual.
10. Records which contain information, which is subject to solicitor-client privilege.

SCHEDULE B

CONFLICT OF INTEREST GUIDELINES

What is a Conflict of Interest?

A Member of Council has a conflict of interest if the Member of Council makes a decision or participates in making a decision in the execution of his or her office and at the same time knows or ought reasonably to know that in the making of the decision there is the opportunity to further his or her private interest or the private interests of a closely connected person.

A financial interest always constitutes a conflict of interest. A financial interest is when the Member of Council or someone in the Member of Council's family has a controlling interest in, or is a director or senior officer of, a corporation that could make a financial profit from or be adversely affected financially by a decision of Council, a Council committee or a controlled corporation, or the Member of Council or a closely connected person could make a financial profit from or be adversely affected financially by a decision of Council, a Council committee or a controlled corporation.

Procedure for Disclosure – If Present at Meeting

1. If a Member of Council has a conflict of interest, and the Member of Council is present at the meeting, the Member of Council shall:
 - a) before any consideration or discussion of the matter, declare that he or she has a conflict of interest;
 - b) disclose the general nature of the conflict of interest and any material details that could reasonably be perceived to affect the Member of Council's impartiality in the exercise of his or her office;
 - c) abstain from voting on any question, decision, recommendation or other action to be taken relating to the matter;
 - d) subject to "4" below, refrain from participating in any discussion related to the matter; and
 - e) subject to "3" and "4" below, leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
2. No Member of Council shall attempt in any way, whether before, during or after the meeting, to influence the discussion or voting on any question, decision, recommendation or other action to be taken involving a matter in which the Member of Council has a conflict of interest.
3. If the matter with respect to which a Member of Council has a conflict of interest is the payment of an account for which funds have previously been committed and the payment is the amount previously approved, the Member of Council shall comply with clauses (1)(a) to (d), but it is not necessary for the Member of Council to leave the room.
4. If the matter with respect to which a Member of Council has a conflict of interest is a question on which, pursuant to this Act or another enactment, the Member of Council, as a taxpayer, an elector or an owner, has a right to be heard by the Council:
 - a) the Member of Council shall leave his or her place at the Council table, but is not required to leave the room; and
 - b) the Member of Council may exercise a right to be heard in the same manner as a person who is not a Member of the Council.
5. Every declaration of conflict of interest made pursuant to Section (1) and the general nature and material details of the declaration and any abstention or withdrawal must be recorded in the minutes of the meeting.
6. On a declaration in accordance with clause 1.(a), the person presiding at the meeting with respect to the matter shall ensure that the other requirements of this section are followed with respect to the Member of Council.

Procedure for Disclosure – If Absent from Meeting

1. If a Member of Council has a conflict of interest, and the Member of Council is not present at the meeting, the Member of Council shall:
 - a) disclose the conflict of interest at the next meeting of the Council; and
 - b) otherwise comply with the requirements of 'If Present' section above.
2. A Member of Council who has disclosed a conflict of interest as required, shall:
 - a) declare and disclose the conflict of interest at every meeting at which the Member of Council is present and the matter is discussed or considered;
 - b) and comply with this whole section.

Effect of Conflict of Interest on Resolution or Bylaws

If a Member of Council contravenes the requirement to declare a conflict of interest, the proceedings related to the matter are not invalidated, but the Council or other body may, within three years after the day on which a bylaw or resolution was passed or a decision was made, declare the bylaw, resolution or decision void.

Disqualification on Grounds of Conflict of Interest

A Member of Council is disqualified from Council if the Member of Council contravenes the 'Conflict of Interest' Declaration as required.

A Member of Council who is disqualified from Council as a result of a Conflict of Interest, is not eligible to be nominated or elected in an election in any municipality until the earlier of 12 years following the date of the disqualification.

If a judge declares a person disqualified because of a failure to disclose a conflict of interest contrary to the Act, and the judge finds that the contravention resulted in personal financial gain, the judge may require the person to pay an amount equal to the amount of that gain to either the City or any person who, in the judge's opinion, is appropriate.



CITY OF HUMBOLDT REPORT

TITLE: Parks Bylaw Review
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That the proposed Parks and Open Spaces Bylaw be brought to City Council to replace the current Parks Hours Bylaw (Bylaw No. 11/97).

BACKGROUND

Currently the City has a bylaw that restricts the use of our park but is out of date. There have been problems in the past with individuals that are using our park space and parking lots for activity that has been disruptive to residents. We have reviewed other cities' bylaws regarding parks, and this is consistent with other cities. Restricting access to certain areas gives law enforcement the ability to discourage activity that may be disrupting to residents. The new bylaw includes more information and takes out the names of the parks, making it effective as we add new park/green spaces.

CURRENT SITUATION

OPTIONS

1. Approve the recommendation to proceed with a reading of the new proposed bylaw.
2. Approve the recommendation with amendments.
3. Refer the matter back to the Administration to revise the proposed bylaw.

ATTACHMENTS

- Attachment A – Current Parks Bylaw
- Attachment B – Proposed new Parks Bylaw

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required at this time.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.



CONCLUSION

Following discussions with RCMP and others, it is recommended that the City of Humboldt update its Bylaw that regulates park usage to enable more meaningful enforcement to occur to deter unwanted behavior within the parks.

TOWN OF HUMBOLDT

BYLAW NO. 11/97

A BYLAW OF THE TOWN OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO REGULATE TOWN PARK HOURS

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

1. This Bylaw shall be known as "**The Park Hours Bylaw**":
2. "**Town-Owned Parks**" for the purpose of this bylaw shall be as follows:
 - a) Civic Park - 715 Main Street
 - b) Peace Park - Heidgerken Subdivision
 - c) Carl Schenn Park - 12th Avenue
 - d) Bill Brecht Park - Laskin Crescent and 3rd Street
 - e) Adventure Park - 2nd Avenue and 13th Street
 - f) Glenn Hall Park - 4th Street and Highway 5
 - g) Greenwood Park - 9th Avenue and 15th Street
3. Between the hours of 11:00 p.m. and 6:00 a.m. no person shall remain in a Town-owned park for a total period exceeding five (5) minutes.
4.
 - a) A person who contravenes the provisions of Section (3) is guilty of an offense and shall be liable to a fine of \$100.00.
 - b) Notwithstanding the provisions of Section 4(a) above, if the said fine is paid within 72 hours from the date of the ticket being issued, the penalty shall be \$75.00 rather than the fine as indicated above.
5. This Bylaw shall come into full force and take effect on 12:01 a.m., Friday, August 15, 1997.

INTRODUCED AND READ A FIRST TIME THIS 12th DAY OF AUGUST, 1997.

READ A SECOND TIME THIS 12th DAY OF AUGUST, 1997.

READ A THIRD AND FINAL TIME THIS 12TH DAY OF AUGUST, 1997.

Mayor: Douglas Still

Town Administrator: Robert Smith

CITY OF HUMBOLDT

BYLAW NO. _____

A BYLAW OF THE CITY OF HUMBOLDT IN THE PROVINCE OF SASKATCHEWAN TO REGULATE THE USE OF PARKS AND OPEN SPACE AREAS LOCATED WITHIN THE CITY OF HUMBOLDT

The Council of the City of Humboldt in the Province of Saskatchewan in open meeting hereby enacts Bylaw No. _____ in the manner hereinafter set forth:

Short Title

1. This Bylaw may be cited as “**The Parks and Open Spaces Bylaw**”

Purpose

2. The Council of The City of Humboldt, in the province of Saskatchewan has deemed it necessary to regulate the use of parks and open space areas located within the City of Humboldt to protect, preserve, and promote the health, safety, and welfare of those who use City of Humboldt Parks and Open Space Areas.

Definitnons

3. In this Bylaw,

“**amenity**” means any item installed in a park or open space that is intended to enhance a park or open space or benefit the public, such as public art, memorials, or sculptures.

“**athletic field**” means an outdoor playing surface owned by or made available by a lease, agreement or otherwise to the City and includes:

- (a) skate parks;
- (b) volleyball, tennis, basketball, pickleball, and outdoor rinks;
- (c) fields used for sports such as football, rugby, cricket, lacrosse, soccer, ultimate disc, field hockey and track and field; and
- (d) ball diamonds;

but does not include golf courses, or golf driving ranges

“**campground**” means an area or place such as a field or grove used for a camp, for camping, or for a camp meeting. Which includes the “Humboldt Campground”

“City” means the municipal corporation of the City of Humboldt or where the context requires the geographical area within the city limits;

“commercial activity” means the selling or offering for sale of any goods or services;

“designated area” means any area defined, set aside, or constructed for a specific use which may include posted conditions;

“Director” means the person appointed to the position of Director, Community and Leisure Services, or his or her designate;

“encroachment” means any object, natural or manmade, including but not limited to: plant material or an item or structure of personal property which is left or installed on property designated as a park or open space area.

“missile” includes any object fired or otherwise projected by a person;

“mobility assistive device” means a device:

- (a) mounted on wheels;
- (b) driven by muscular or any other kind of power; and
- (c) used solely by a person who requires the device for mobility by reason of a physical disability;

“open space area” includes pathways, floodplains, roadway medians, buffer strips, public walkways, traffic islands and utility parcels that are owned by or made available by a lease, agreement or otherwise to the City but does not include boulevards;

“organized sports” means non-spontaneous, regularly recurring activities or organized practice;

“park” means property owned by, or made available by a lease, agreement or otherwise to the City, that is established, dedicated, set apart or made available for use as a public park, garden, outdoor rink, athletic field, or playground;

“pathway” means a multi-purpose path that is located in a park or open space area and includes sidewalks or portions of sidewalks that are part of the multi-purpose pathway system or are connectors between parks;

“pedestrian” means any person on foot or person using the aid of a mobility assistive device;

“permit” means a valid and subsisting permit issued by the Director pursuant to

this Bylaw;

“**person**” includes a corporation, a partnership, and any association or other body;

“**plant material**” includes all trees, shrubs, plants, flowers, natural grass, and ground cover;

“**police officer**” means peace officer as defined in *The Traffic Safety Act*;

“**skate**” includes skateboarding, in-line skating, roller-skating, ice skating, or scooter riding.

Signs and control devices

- 4(1) The Director is hereby authorized to install signs, graphics, barriers or other control devices in a park or open space area for the purpose of the control, warning, guidance, information, and direction of persons in accordance with this Bylaw.
- (2) No unauthorized person shall mark, place, remove or alter any sign or control device in a park or open space area.

Hours of use

- 5(1) No person shall remain in a park between the hours of 11:00 p.m. and 6:00 a.m.
- (2) Subsection (1) does not apply to the following:
 - (a) persons who have obtained a permit from the Director to use a park after 11:00 p.m. or before 6:00 a.m.; and
 - (b) City employees, police officers, fire department members, ambulance or any other emergency services personnel who enter a park in the course of their duties.
 - (c) Use of the Humboldt Campground, while occupant has valid rental agreement with the City.

Restricted access

- 6(1) The Director may prohibit persons from entering a park or open space area or portion of a park or open space area where:
 - (a) the City or an agent of the City is conducting any maintenance, repair or replacement, including park maintenance and sewer or water line construction, repair or improvements;

- (b) the City or an agent of the City is moving any building, structure, machine, or other object;
 - (c) the City or an agent of the City is constructing, repairing, or demolishing a building, structure, athletic field, or other object; or
 - (d) public access to the park or open space area would interfere with a person who has obtained a valid permit to use that park or open space area.
- (2) The Director may prohibit persons from bringing dogs or operating bicycles in a park or open space area where these activities would interfere with:
- (a) an activity carried on by the City at that park or open space area;
 - (b) a person who has obtained a valid permit for the exclusive use of that park or open space area; or
 - (c) a person who has obtained a valid permit to conduct a procession, parade, ceremony, public meeting, assembly, worship service, demonstration, festival, concert or other public gathering in that park or open space area.
- (3) Where the Director restricts access to a park or open space area pursuant to subsection (1) or (2), the Director shall ensure that notices are posted at the entrances of the park or open space area setting out:
- (a) the nature of the restrictions;
 - (b) the dates that access is restricted; and
 - (c) the times during which that access is restricted each day.
- (4) The notices in subsection (3) shall be posted during the time that access is restricted.

License required for commercial activity

- 7 No person shall carry on any commercial activity within a park or open space area without obtaining:
- (a) the appropriate license pursuant to Bylaw No. 08/2021 being The Business Licensing Bylaw; and
 - (b) the prior written approval of the Director.

Permit required

8(1) No person shall carry on the following activities in a park or open space area without a permit:

- (a) assume exclusive use of all or a portion of a park or open space area including an athletic field, outdoor rink, or reservation picnic site;
- (b) engage in organized sports;
- (c) conduct a procession, parade, ceremony, public meeting, assembly, worship service, demonstration, festival, concert, or other public gathering;
- (d) leave or store personal property;
- (e) set up a temporary shelter, tarp, canopy, or other such device;
- (f) drive or arrange for a vehicle or equipment to be driven through a park or open space area.

8(2) Notwithstanding subsection (1), no permit shall be required:

- (a) for an activity carried on by the City or at a location operated by an official or employee of the City acting on behalf of the City in his or her capacity as such official or employee;
- (b) for spontaneous, non-organized sports or recreational activities that are not otherwise prohibited by this Bylaw;
- (c) to operate an in-service emergency vehicle in a park or open space, including a Humboldt Fire Department vehicle, a RCMP vehicle, an ambulance, or a vehicle registered and licensed and in the service of the City for the purpose of responding to any hazardous material emergency; and
- (d) to operate a utility company vehicle where the particular utility has lawful authority to enter the specific area within the park or open space, either through an easement or other agreement, or as owner of the property.

Permits

9(1) Every applicant for a permit shall apply to the Director in a form prescribed by the Director.

- (2) The Director shall only issue a permit to a person making an application pursuant to subsection (1) when that person:

- (a) agrees to all the terms and conditions included in the permit;
- (b) executes the permit; and
- (c) pays any applicable permit fees required by Community and Leisure Services

(3) The Director shall have the authority to refuse or revoke a permit if:

- (a) a person does not comply with clauses (2)(a) to (c); or
- (b) the proposed activity is not compatible with the public use of a park or open space area.

Encroachments

9.1(1) No person shall cause or allow an encroachment or amenity of any kind to be placed on or to continue to encroach on a park or open space area without the approval of the Director.

(2) The Director may approve or deny, in writing, at his or her sole discretion, an encroachment or amenity in a park or open space.

(3) This Bylaw shall apply to every encroachment or amenity existing prior to the date of the enactment of the Bylaw and any new encroachments or amenities.

Other bylaws, legislation, and agreements applicable

10 A permit issued pursuant to this Bylaw does not exempt a person from compliance with any other bylaws, statutes or regulations that may be applicable.

Prohibited activities

11(1) No person in a park or open space area shall:

- (a) disturb, harass, or interfere with a person who has a valid permit, or with any of the person's personal property or equipment;
- (b) damage, deface, destroy, or remove any structure, fixture, improvement, sign, or other property;
- (c) use a park, park property or open space area other than for its intended use or restrict public access to a park or open space;
- (d) destroy, damage, cut prune, mow, or remove any plant material, rock, soil, water, or minerals;

- (e) install irrigation lines, dig holes, trenches, or other excavations, or change the grade of the park or open space;
 - (f) using a park, open space, or campground for vehicle maintenance, such as oil changes, or minor or major repairs where the risk of contaminants exist.
 - (g) plant any plant material;
 - (h) use or apply a pesticide or herbicide or drain or dump any chemically treated water or chemical product;
 - (i) build a structure including but not limited to a fence, fire pit, planter box, compost bin, storage shed, stair, flagpole, deck, or ramp;
 - (j) establish or maintain a camp, or erect a tent for use as a lodging, except in the designated campground;
 - (k) wade, swim, or bathe in a body of water except in designated areas;
 - (l) skate, except:
 - (i) in a designated area or on the right-hand side of a pathway;
 - (ii) with due care and attention to that person's own safety and in a manner and at a speed appropriate to the surface being skated upon; and
 - (iii) with due care and attention for the safety of other users of the pathway, park, or open space area;
 - (m) ice skate, except in designated areas;
 - (n) throw or cast any missile;
 - (o) use any remote-controlled airplane, including drones or vehicle;
 - (p) use equipment or footwear that could damage park turf or other park property;
 - (q) drive, park, or store any vehicle, including but not limited to a licensed or unlicensed motorized or motor-less vehicle, trailer, or recreation vehicle;
 - (r) dump, discard or place garbage, plant material or grass clippings on public property designated as a park or open space.
- (2) Clause 11(1)(p) does not apply to a person who uses equipment or footwear at an athletic field or designated area where the equipment or footwear is used for the

purpose of engaging in an organized sport.

Bicycles or an assisted bicycle (E-Bike) on pathways

- 13 A person operating a bicycle, or e-bike on a pathway in a park or open space area shall comply with Bylaw No. 05-2016, being *The City of Humboldt Traffic Bylaw*, and *The Traffic Safety Act*.

Campground

- 14 (1) No person shall enter the park for the purpose of establishing a temporary residence with or without a temporary shelter, for the overnight use of park facilities, without having obtained a camping permit, and having paid the fees required.
- 15 No person shall:
- (a) alter a camping permit;
 - (b) rent, sell, assign, or otherwise transfer a camping permit to another person;
 - (c) occupy more than one campsite with one camping unit, without multiple permits;
 - (d) discharge, discard or dispose of any liquid or solid waste other than into a sewage system or receptacle
- 16 (1) The holder of a camping permit and all persons occupying the campsite under the permit shall maintain the campsite in a clean state.
- (2) A Police Officer or the Director may, without notice, cancel a camping permit if the holder of the permit fails to comply with any provisions of this bylaw, or the terms and conditions specified in the permit.
- (3) Length of stay, no person shall:
- (a) remain in the campground past 11:00 PM without a valid permit, or without being authorized to so remain by designation as a family member or visitor included in such permit;
 - (b) be allowed to purchase a permit for greater than fourteen (14) days without receiving approval from the Director.
 - (c) remain in the Park after having his/her camping permit or park facility-use permit revoked.

Exemptions

- 15(1) Nothing in this Bylaw shall prevent police officers, fire department, ambulance, City employees or agents of the City from performing their duties.

Enforcement

- 16(1) Any person who contravenes any provision of this Bylaw is guilty of an offence and subject to a fine of.
- \$100 for the first offence.
 - \$250 for a second offence in the same calendar year.
- (2) Any person who contravenes any provision of this Bylaw a third and any subsequent offences within the same calendar year is guilty of an offence punishable on summary conviction by a fine in an amount not exceeding:
- (a) two thousand dollars (\$2,000) in the case of an individual;
 - (b) five thousand dollars (\$5,000) in the case of a corporation.
- (3) Each day's continuance of an offence under this bylaw constitutes a new and distinct offence.

Repeal and coming into force

17. This Bylaw shall come into force and take effect on its final passing.
18. Bylaw No. 11.1997 is hereby repealed

Mayor: Rob Muench

City Clerk: Lori Yaworski

INTRODUCED and read a first time this

READ a second time

READ a third and final time

CITY OF HUMBOLDT REPORT

TITLE: Collections Policies – Humboldt & District Museum & Gallery
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2024

RECOMMENDATION

That Council approve the recommendation of the Humboldt & District Museum & Gallery Board of Directors for the revisions to the Humboldt & District Museum & Gallery (HDMG) policies as presented, including the Collections Management Policy, Accession Policy, Deaccession Policy, Conservation and Care Policy, Loans Policy, and Dissolution Policy, and that the Research Policy and the Oral History Policy be revised and combined as presented in the Research and Oral History Policy.

BACKGROUND

The Humboldt & District Museum & Gallery has policies which govern the activities of collecting and caring for approximately 25,400 artifacts that are held in public trust. The development of collections that tell the stories of Humboldt and area are at the core of what museums do. These policies were developed to guide the organization since its inception in 1982 with updates throughout the years that have been recommended by the Board and approved by Council. The latest draft of the policies included in this report were approved in 2014, with the exception of the research policy which was updated in 2016.

The revision of the collections policies was based on the Museums Association of Saskatchewan *Standards for Saskatchewan Museums* and the Canadian Museums Association *Moved to Action: Activating UNDRIP in Canadian Museums*, as well as consultation with other museums in Saskatchewan. These policies are submitted to funding agencies that provide operational grants. They provide directives to the staff when dealing with the public about all areas of collections management and care.

CURRENT SITUATION

The review included removing procedural processes unless required, as procedures are written out in the collections management manual that provides specific information on how to accession, catalogue, digitize and input data in the Past Perfect collections software. The language has been updated to current standards, and when the word ‘museum’ was used, it was updated to HDMG as the policies impact the collections at both the museum and the gallery. Any collections material related to Original Humboldt and the Water Tower are catalogued under the museum.

Unrealistic goals such as annual updates on artifact inventories of the entire collection was removed. The responsibility regarding accessions and deaccessions was moved from the HDMG Board to the Collections Management Committee, which is a committee of three board members.

These policies were reviewed and approved by the HDMG Board of Directors at their September 14, 2024 meeting, and are recommended to Council for approval.

Aside from the overall changes, the following specific changes were made to the policy:

Collections Management Policy

- inclusion of the principles of *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP)
- inclusion of the Broncos Collection and the special circumstances around its development

Accession Policy – *Accessioning is the practice of bringing items into the museum collections, as each item is numbered and catalogued.*

- added the type of collection, such as main collection, reference collection or extension collection

Deaccession Policy – *Deaccessioning is the practice of removing items from the collections.*

There are new standards around this area of museum practice.

- removal of artifact returns to the Donor
- addition of several reasons to consider deaccession to make the policy more inclusive
- additional methods of disposal of deaccessioned artifacts added including donation to community organizations (such as Good Neighbour Store), auctions, and transfer to Extension Collection or programming supply.
- added profits from sales must benefit the Collection as per Museum Standards.

Conservation and Care Policy

- removed requirement of a long-term preventative conservation plan, as this is a regular area of operational procedures.

Loans Policy

- added information on lending institutions, and travelling exhibitions
- added outgoing loans section, as there was no section previously

Research & Oral History Policy - *The Research Policy and Oral History Policy were combined into the new Research & Oral History Policy*

- addition of intangible and tangible heritage to areas of focus for research
- added guidelines of researching and interpreting material from a range of perspectives
- removal of procedures around interviews conducted and accessioning of interviews
- ethical standards for oral histories was updated with the current Canadian Federal guidelines and the American guidelines were removed
- guidelines for staff or volunteer research

Dissolution Policy

- removed the end number caps on the archaeological material as material is still actively being excavated and added to the collection

OPTIONS

1. Approve the recommendation as presented
2. Refer the matter back to HDMG Board

COMMUNICATION AND ENGAGEMENT

The policies will be included in the HDMG Board Manual and the HDMG staff orientation and training manuals, as well as reviewed with existing staff. The revised policies will be submitted with the Museum Grant Program application for funding. Information about the policies will be shared as per interactions with the public where the policy is relevant.

ATTACHMENTS

Revisions to policies and previous policy for each of the following: Collections Management Policy, Accession Policy, Deaccession Policy, Conservation and Care Policy, Loans Policy, Research & Oral History Policy, Dissolution Policy

FINANCIAL IMPLICATIONS

There are no significant financial implications to these revised policies.

CONCLUSION

Ensuring that the HDMG keeps updated on current standards and best practices in heritage and art collections is imperative to ensure that items donated by the public are responsibly held in public trust.



COLLECTIONS MANAGEMENT POLICY

The Humboldt & District Museum & Gallery (HDMG) Board recognizes its mandate to collect artifacts that support the goals articulated in the Museum & Gallery's Statement of Purpose and Mission Statement and hold these artifacts in the public trust. This has been changed to HDMG

1. The scope of the HDMG collection is to be consistent with the spheres of interest articulated in the Statement of Purpose with collecting being directed towards those items that best illustrate the heritage of the area. The gauge for determining acceptance and retention of any item is to be the importance and relevance of that item as per the HDMG Statement of Purpose.
2. 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 Federal Income Tax Act. **Removed sentence about directing donors to City Hall for receipts**
3. Valid legal title must be obtained for all acquisitions. A donation will be treated as an unconditional gift outright to the HDMG, and terms will be made known to the donor. **Removed upon signing the gift agreement**
4. Accepting objects on loan is to be discouraged. Loan material will be dealt with according to the **HDMG's** Loan Policy.
5. Donations will not normally be accepted with conditions, except in specific instances which must be written out and recorded. This will be brought to the **Director and Collections Management Committee for approval. Changed from Board**
6. Collecting items for the museum is the active concern of the **HDMG (changed from staff and board members)**. The actual selection of artifacts will be the responsibility of the Collections Management Committee.
7. Objects collected will be catalogued by museum personnel. The information collected will be **as per the catalogue form used for that item. (changed from a list of subjects)**
8. The museum may collect artifacts that have incomplete documentation as long as they:
 - a) contribute to a clearer understanding of significant customs, activities, people or episodes
 - b) are useful in the HDMG's displays, research and interpretive activities
9. The approved cataloguing system according to the Collection Management Manual and Accession Policy is to be followed promptly upon an object's acceptance.

Removed old number 10 which said periodic assessment of collection to update info for each object.

Removed old number 11 Artifacts will also be collected for an extension collection and used

according to the Outreach Program Policy.

10. Donor labels will not be placed on items exhibited. Donor information and credit will be maintained in the donor file, accession register, and database.

11. The HDMG may dispose of artifacts according to the Deaccession Policy.

12. Consideration will be given to the amount and type of conservation care necessary for the preservation of an object and to the relationship of care to other museum objects according to the Conservation and Care Policy **when being considered for donation acceptance.**

13. Staff will observe cultural protocols when dealing with items when staff are aware of such protocols.

14. The HDMG will not acquire any material or object that has been illegally or unethically obtained, or any artifact:

a) which has been collected, sold, or otherwise transferred in contravention of any provincial, national or international wildlife protection or natural history conservation law or treaty,

b) which has been collected, sold, or otherwise transferred in contravention with the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property as ratified by the Gov't of Canada of 20 June 1978,

c) which, in addition to the preceding, there is reason to believe that its recovery involved recent unscientific or intentional destruction or damage of known archaeological sites or from illegal or clandestine excavations,

d) which, in addition to the preceding, it is an archaeological or vertebrate paleontological object found in or taken from the land of Saskatchewan without the written permission of the Minister, as stated in the Heritage Property Act of Saskatchewan,

e) which is deemed a sacred or sensitive First Nations, Inuit or Métis object.

15. The HDMG will work to align its collections to the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*.

16. The HDMG will comply with the Firearms Act.

17. The HDMG will strive to make the collection accessible to the public by providing opportunities through exhibits, programs, resource material, special events and new technologies while upholding the privacy of donors and withholding confidential information.

18. Due to the extraordinary circumstances following the 2018 Humboldt Broncos SJHL hockey team bus crash a rapid response collection was created for the memorial items given to the City of Humboldt and Humboldt Broncos organization. The Broncos Collection was recorded and numbered separately from the other HDMG collections and the HDMG is currently the stewards of this collection for the City of Humboldt. All memorial items were added to this collection with the majority not having gift agreements or incoming documentation from donors. Some items received later do have gift agreements giving ownership to the City of Humboldt and these documents are stored at the HDMG.

Carol McLaren- Chairperson

Date



Humboldt & District Museum & Gallery



COLLECTIONS MANAGEMENT POLICY

The Museum Board recognizes its mandate to collect artifacts that support the goals articulated in the museum's Statement of Purpose and Mission Statement and hold these artifacts in the public trust.

1. The scope of the museum collection is to be consistent with the spheres of interest articulated in the Statement of Purpose with collecting being directed towards those items that best illustrate the heritage of the area. The gauge for determining acceptance and retention of any item is to be the importance and relevance of that item to the stated scope and purpose of the museum.
2. The donating of worthwhile material to the museum by both individuals and organizations is to be encouraged. Gifts may be tax deductible in accordance with the Federal Income Tax Act. Museum personnel will direct donors to City Hall for these procedures.
3. Valid legal title must be obtained for all acquisitions. A donation will be treated as an unconditional gift outright to the museum, and terms will be made known to the donor upon signing the gift agreement.
4. Accepting objects on loan is to be discouraged. Loan material will be dealt with according to the museum's Loan Policy.
5. Donations will not normally be accepted with conditions, except in specific instances which must be written out and recorded. This will be brought to the Board for approval.
6. Collecting worthwhile items for the museum may be the active concern of staff and board members. The actual selection of artifacts will be the responsibility of the Collections Management Committee.
7. Objects collected should be well documented by museum personnel. This information may include:
 - a) circumstances surrounding the object's discovery and acquisition (who, what, where, when, how)
 - b) the original owner and manufacturer
 - c) the object's original use
 - d) a chronological history of the object
 - e) any other pertinent facts
8. The museum may collect artifacts that have incomplete documentation as long as they:
 - a) contribute to a clearer understanding of significant former customs, activities, people or episodes
 - b) are useful in the museum's displays, research and interpretive activities
9. The approved cataloguing system according to the Collection Management Manual and Accessioning Policy is to be followed promptly upon an object's acceptance.

10. A periodic assessment of the collection will be undertaken to update information on each object.

11. Artifacts will also be collected for an extension collection and used according to the Outreach Program Policy.

12. Donor labels will not be placed on items exhibited. Donor information and credit will be maintained in the donor file, accession register, and computer database.

13. The museum may dispose of artifacts according to the Deaccession Policy.

14. Consideration will be given to the amount and type of conservation care necessary for the preservation of the object and to the relationship of care to other museum objects according to the Conservation and Care Policy.

15. The museum will not acquire any material or object that has been illegally or unethically obtained, or any artifact:

a) which has been collected, sold, or otherwise transferred in contravention of any provincial, national or international wildlife protection or natural history conservation law or treaty,

b) which has been collected, sold, or otherwise transferred in contravention with the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property as ratified by the Gov't of Canada of 20 June 1978,

c) which, in addition to the preceding, there is reason to believe that its recovery involved recent unscientific or intentional destruction or damage of known archaeological sites or from illegal or clandestine excavations,

d) which, in addition to the preceding, it is an archaeological or vertebrate paleontological object found in or taken from the land of Saskatchewan without the written permission of the Minister, as stated in the Heritage Property Act of Saskatchewan,

e) which is deemed a sacred or sensitive First Nations or Métis object.

16. The museum will comply with the Firearms Act.

17. The museum will strive to make the collection accessible to the public by providing opportunities through exhibits, programs, resource material, special events and new technologies while upholding the privacy of donors and withholding confidential information.

Carol Oleksyn - Chairperson

Date



ACCESSION POLICY

The *HDMG (changed from Museum)* Board recognizes the responsibility of managing the collection for the public, in accordance with the goals articulated in the *HDMG's* Statement of Purpose and Mission Statement. This includes the importance of maintaining formal records pertaining to its collection.

1. Articles brought in for potential donation will have a temporary receipt issued. **Removed procedural information**
 2. All potential donations must be reviewed by the Collections Management Committee according to the Collections Management Policy.
 3. Once accepted by the Collections Management Committee, all articles will be **accessioned and become part of either the main collection, reference collection or extension collection. (Changed from "assigned a unique number which is transixed to the artifact according to conservation standards")**
 4. Artifacts that are not accepted by the Collections Management Committee will either be returned to the donor or disposed of. **Removed "Rejected artifacts must be picked up by the donor within one month after being contacted or they will be disposed of."**
 5. All donations must have an accompanying gift agreement signed by the Director or a board member and the donor.
 6. All donations must be completely catalogued upon acceptance. **Removed "including Accession Register, catalogue worksheet, donor card, computerized records, and digital photograph."**
 7. An updated Collections Management Manual which outlines accepted accessioning and deaccessioning procedures, cataloguing procedures, and location codes will be kept and updated. **Removed "by the Supervisor."**
 8. A copy of the Accession Register and Gift Agreements will be kept off-site and updated yearly. **Reworded and removed City Hall and by the Supervisor**
- Removed #9. Articles that are accepted for the extension collection must also be recorded according to guidelines in the Collections Management Manual.**



Humboldt & District Museum & Gallery



ACCESSION POLICY

The Museum Board recognizes the responsibility of managing the collection for the public, in accordance with the goals articulated in the Museum's Statement of Purpose and Mission Statement. This includes the importance of maintaining formal records pertaining to its collection.

1. Articles brought in for potential donation will have a temporary receipt issued, in triplicate, and include the articles for donation, the donor's name, address, and any history of objects.
2. All potential donations must be reviewed by the Collections Management Committee according to the Collections Management Policy.
3. Once accepted by the Collections Management Committee, all articles must be assigned a unique number which is transixed to the artifact according to conservation standards.
4. Artifacts that are not accepted by the Collections Management Committee will either be returned to the donor, or disposed of. Rejected artifacts must be picked up by the donor within one month after being contacted or they will be disposed of.
5. All donations must have an accompanying gift agreement signed by the Director or a board member and the donor.
6. All donations must be completely catalogued upon acceptance, including Accession Register, catalogue worksheet, donor card, computerized records, and digital photograph.
7. An updated Collections Management Manual which outlines accepted accessioning and deaccessioning procedures, cataloguing procedures, and location codes will be kept and updated by the Supervisor.
8. An updated second copy of the Accession Register will be kept off-site, at City Hall, and updated every year by the Supervisor.
9. Articles that are accepted for the extension collection must also be recorded according to guidelines in the Collections Management Manual.

Carol Oleksyn - Chairperson

Date



DEACCESSION POLICY

The **HDMG** Board recognizes the responsibility of managing the collection and upholding the public trust responsibilities by deaccessioning objects according to established criteria. **Removed "with formal approval of the Museum Board"** Deaccessioning is the process of permanently removing an object from the museum collection.

Removed old #1. All requests for artifacts to be returned must be brought to the Director in the first instance. If the result is unsatisfactory, the request may be taken to the museum board in writing for consideration outlining reasons for return, artifacts requested and intended use of artifacts. Letters must be received at least two weeks prior to a board meeting to allow for the preparation of support material for board discussion. The museum board will make the final decisions concerning all requests.

1. The HDMG Board realizes that there are instances where deaccessioning is required. The acceptable criteria for deaccessioning an artifact are: **some rewording of list and additions**

- damaged beyond repair/poor physical condition/incomplete
- lack of relevance to the HDMG's Statement of Purpose
- **lack of provenance/history (added)**
- **health & safety hazard/preservation threat (added)**
- inadequate/improper/erroneous documentation
- excessive duplication
- **ethical considerations, see HDMG Collections Management Policy #14 & #15 (added)**
- **repatriation (added)**
- conservation challenges
- lost or stolen

2. The Director may recommend to the **Collections Management Committee (changed from Board)**, artifacts to be deaccessioned based on the above criteria. The **Collections Management Committee** will make the final decision regarding all artifacts to be deaccessioned. **The Director will oversee the process of deaccessioning artifacts. Changed from "The Supervisor will have the responsibility of deaccessioning artifacts."**

3. Deaccessioned artifacts will not be returned to the donor or their descendants. **Artifacts may be offered for external transfer to a relevant local, provincial/territorial, regional or national museum as a gift, trade or sale. If a suitable museum or public institution is not found to accept deaccessioned artifacts, then donation to a community organization or public auction may be considered. Auctions should be carried out by an unbiased third party and auctioneers should be members of the Saskatchewan Auctioneers Association. Artifacts may be destroyed and discarded if the item is hazardous, there is irreparable deterioration or damage, if the item has no interested parties for transfer, or no market value. Artifacts may also be transferred internally to the Extension Collection or for programming supply use. (This has been reworded and had community organizations, auctions, extension collection and programming supply added)**

4. Any profits made from the sale of de-accessioned items must be used for the benefit of the Collection. (Added to new policy)



Humboldt & District Museum & Gallery



5. HDMG Board and committee members, volunteers, municipal employees and their families may not acquire any deaccessioned item directly from the Humboldt & District Museum & Gallery. **Re-worded and included municipal employees and directly from the Museum as anything given to the Good Neighbour Store and a public auction would not be able to be regulated)**
6. All records and documents concerning instances of deaccessioning will be generated and retained. Documents pertaining to deaccessioned artifacts will also be retained.
7. Written procedures for deaccessioning **(removed as outlined in the Collections Management Manual)** will be reviewed on a regular **(changed from annual)** basis by the Director.

Carol McLaren - Chairperson

Date

DRAFT



DEACCESSION POLICY

The Museum Board recognizes the responsibility of managing the collection and upholding the public trust responsibilities by deaccessioning objects according to strict criteria with formal approval of the Museum Board. Deaccessioning is the process of permanently removing an object from the museum collection.

1. All requests for artifacts to be returned must be brought to the Director in the first instance. If the result is unsatisfactory, the request may be taken to the museum board in writing for consideration outlining reasons for return, artifacts requested and intended use of artifacts. Letters must be received at least two weeks prior to a board meeting to allow for the preparation of support material for board discussion. The museum board will make the final decisions concerning all requests.
2. The museum board realizes that there are instances where deaccessioning is required. The acceptable criteria for deaccessioning an artifact are:
 - lost or stolen
 - damaged beyond repair through accident, disaster, deterioration or vandalism
 - lack of relevance to the Museum's Statement of Purpose and Mission Statement
 - preservation threat to the collection
 - poor physical condition, beyond the normal means of the museum to provide active conservation treatment
 - inadequate or improper documentation
 - excessive duplication
3. The Director may recommend to the museum board artifacts to be deaccessioned based on the above criteria. The museum board will have the final decision about all artifacts to be deaccessioned. The Supervisor will have the responsibility of deaccessioning artifacts.
4. Deaccessioned artifacts will not be returned to the donor or their descendants. Artifacts may be transferred to another public museum which demonstrates appropriate care and public access and is guided by the Standards for Saskatchewan Museums. Artifacts may be destroyed and discarded if there is irreparable deterioration or damage.
5. Board members, volunteers, staff or their families may not acquire any deaccessioned item.
6. All records and documents concerning instances of deaccessioning will be generated and retained. Documents pertaining to deaccessioned artifacts will also be retained.
7. Written procedures for deaccessioning, as outlined in the Collections Management Manual, will be reviewed annually by the Director.

Carol Oleksyn - Chairperson

Date



Humboldt & District Museum & Gallery



CONSERVATION AND CARE POLICY

The **HDMG** Board recognizes its responsibility to preserve the collection, held in public trust, as articulated in the Museum's Statement of Purpose and Mission Statement.

1. The **HDMG** Board and staff will provide preventive conservation procedures to the best of its ability with limited resources to ensure the safety and longevity of the collection.

2. A (removed "updated" and changed from Conservation and Care Manual) Collections Manual including conservation, care, storage information and procedures will be provided as a staff and volunteer resource. New staff and volunteers will be trained to follow these procedures. Removed trained by the Director or Supervisor

Removed - 3. The Director will develop a long term preventative conservation plan, based on self-assessments done according to MAS Standards. Annual improvements will be derived from this plan.

3. Artifacts will be kept in the most conservational appropriate conditions possible to prevent damage, wear, or breakage.

Removed - 5. Artifacts will be stored according to material and size in "artifact storage" areas only.

4. Proper conservation techniques for accessioning, labeling, exhibiting, storage, pest management, security, and handling artifacts, will be followed according to relevant policies and procedures. These tasks will be completed by staff and trained volunteers only.

Removed - 7. The Director will ensure that evaluations of the internal environment are conducted regularly to monitor conditions and plan for required improvements.

5. Key-controlled access to all non-public areas will be maintained and recorded. A log of visitor entry to non-public areas will be filed or displayed.

6. A regular (changed from annual) evaluation of storage and exhibition areas will be completed (removed "by the Director"). Storage layout plans will be conveniently kept.

7. Staff (staff added) will undertake regular condition assessments to monitor conditions and prevent deterioration. Removed "All significant changes in conditions will be reported to the Director."

8. Conservation and care procedures will be monitored (removed annually) for assessment of techniques and future planning.

9. Artifact repair or treatment is attempted by staff only when an artifact is in immediate



Humboldt & District Museum & Gallery



jeopardy, otherwise it is conducted by professionally trained conservators or under the supervision of a conservator. **Removed "Full documentation will be completed."**

Carol McLaren - Chairperson

Date

DRAFT



Humboldt & District Museum & Gallery



CONSERVATION AND CARE POLICY

The Museum Board recognizes its responsibility to preserve the collection, held in public trust, as articulated in the Museum's Statement of Purpose and Mission Statement.

1. The museum board and staff will provide preventive conservation procedures to the best of its ability with limited resources to ensure the safety and longevity of the collection.
2. An updated Conservation and Care Manual will be provided as a staff and volunteer resource. New staff and volunteers will be trained by the Director or Supervisor to follow these procedures.
3. The Director will develop a long term preventative conservation plan, based on self-assessments done according to MAS Standards. Annual improvements will be derived from this plan.
4. Artifacts will be kept in the most conservational appropriate conditions possible in the museum building to prevent damage, wear, or breakage.
5. Artifacts will be stored according to material and size in "artifact storage" areas only.
6. Proper conservation techniques for accessioning, labeling, exhibiting, storage, pest management, security, and handling artifacts, will be followed according to relevant policies and procedures manuals. These tasks will be completed by staff and trained volunteers only.
7. The Director will ensure that evaluations of the internal environment are conducted regularly to monitor conditions and plan for required improvements.
8. Key-controlled access to all non-public areas will be maintained and recorded. A log book of visitor entry to non-public areas will be filed or displayed.
9. An annual evaluation of storage and exhibition areas will be completed by the Director. Storage layout plans will be conveniently kept.
10. Regular condition assessments will be processed to monitor conditions and prevent deterioration. All significant changes in conditions will be reported to the Director.
11. Conservation and care procedures will be monitored annually for assessment of techniques and future planning.
12. Artifact repair or treatment is attempted by staff only when an artifact is in immediate jeopardy, otherwise it is conducted by professionally trained conservators or under the supervision of a conservator. Full documentation will be completed.

Carol Oleksyn - Chairperson

Date



Humboldt & District Museum & Gallery



LOANS POLICY

The **HDMG** Board recognizes the responsibility of managing the collection for the public, in accordance with the goals articulated in the HDMG's Statement of Purpose and Mission Statement. Public trust responsibilities require a balance between providing access to, and ensuring preservation of, objects in the collection.

Incoming Loans (added headings of Incoming and Outgoing Loans)

1. Artifacts will not be accepted as loans by the museum unless:
 - specified for a specific period of time
 - for a specific exhibit
 - for a fixed term or non-renewable term whereby the ending of the term results in donation or return
 - the lender has ownership of the material (newly added)**
2. No artifacts will be loaned to the HDMG if the artifact is judged too fragile by the Director or where travel or exhibit conditions endanger the artifact.
3. Acceptance of permanent or long-term loans will be from other cultural institutions only.
4. A Loan Agreement will be completed and signed by both the **HDMG staff (changed from "museum")** and lender. It will be made clear that the **HDMG** will not be responsible for loss or damage attributable beyond normal precautions employed with its own property. The **HDMG** will issue a temporary receipt for all incoming material on temporary deposit or loan.
5. **The HDMG will follow the procedures outlined by the lending institution when borrowing material from another institution. When material is borrowed from an individual or institution with no lending procedures, the HDMG procedures will be followed. (new point)**
6. Loaned articles may be insured by the owner at the owner's request and expense.
7. **Travelling exhibitions will follow the terms of the exhibition contract as per the lending institution. (new point)**
8. The **HDMG** may, upon written notice, request the owner to remove any or all of the items loaned. Items will be returned only upon written notice by the owner or legal representative and the surrender of the loan agreement.
9. Articles still on deposit with the HDMG beyond a specified period of years agreed upon by the museum and lender, as per the loan agreement, shall be deemed the property of the museum



Humboldt & District Museum & Gallery



and disposed of or accessioned into the collection.

10. The Director will ensure that documentation of all loans is maintained.

Outgoing Loans (this entire section is new as there was no outgoing loan specific points in the old policy, most points are similar to the Incoming loans just with the reverse of lender and receiver)

1. The HDMG may loan artifacts to other organizations for purposes consistent with the interests of the HDMG.
2. No artifacts will be loaned from the HDMG if the artifact is judged too fragile by the Director or where travel or exhibit conditions endanger the artifact. The Receiver must meet the requirement of the HDMG regarding the security, insurance, storage, handling, transportation, and conservation of the borrowed material.
3. Loans are made for a fixed term and are extendable upon the mutual consent of the HDMG and the Receiver.
4. Outgoing loans must be fully documented, and an Outgoing Loan Agreement created by the HDMG will be completed and signed by the Director and the Receiver.
5. The Receiver will typically pay for transportation costs.
6. The Director will ensure that documentation of all loans is maintained.

Carol McLaren - Chairperson

Date



Humboldt & District Museum & Gallery



LOANS POLICY

The Museum Board recognizes the responsibility of managing the collection for the public, in accordance with the goals articulated in the Museum's Statement of Purpose and Mission Statement. Public trust responsibilities require a balance between providing access to, and ensuring preservation of, objects in the collection.

1. Artifacts will not be accepted as loans by the museum unless:
 - specified for a certain period of time
 - for a specific exhibit
 - for a fixed term or non-renewable term whereby the ending of the term results in donation or return
2. No artifacts will be loaned to or from the museum if the artifact is judged too fragile by the Director or where travel or exhibit conditions endanger the artifact.
3. Acceptance of permanent or long-term loans will be from other cultural institutions only.
4. Loan agreements must be written up and signed by both museum and lender to make it clear that the museum will not be responsible for loss or damage attributable beyond normal precautions employed with its own property. The museum will issue a temporary receipt for all incoming material on temporary deposit or loan.
5. Loaned articles may be insured by the owner at the owner's request and expense.
6. The museum may, upon written notice, request the owner to remove any or all of the items loaned. Items will be returned only upon written notice of owner or legal representative and the surrender of the loan agreement.
7. Articles still on deposit with the museum beyond a specified period of years agreed upon by the museum and lender, as per the loan agreement, shall be deemed the property of the museum and disposed of or accessioned into the collection.
8. The Director will ensure that documentation of all loans is maintained.

Carol Oleksyn - Chairperson

Date



RESEARCH & ORAL HISTORY POLICY (These two policies were combined)

The **HDMG** Board recognizes the value of research to enhance the meaning and context of the collection, and ensuring this knowledge is available to the communities the **HDMG** serves (added), based on the goals articulated in the **HDMG's** Statement of Purpose and Mission Statement.

1. Research should be a continual effort by **HDMG** staff and volunteers. The **HDMG** will provide necessary human and financial resources for research projects, as determined by the Director. Research falls into three general categories:

- a) The **HDMG** collection - artifacts must be catalogued with as much information from the donor and outside sources as possible.
- b) The physical area the **HDMG** represents. Research is vital to preserve information about **Humboldt & District encompassing both tangible and intangible heritage. (added)**
- c) Applied research in **HDMG** activities - may include, **but is not limited to (added)**, education strategies, collections management, visitor survey, and **public research requests. (added)**

2. The Director will designate and/or approve all research projects prior to commencement. For instances of staff research for publication, the **HDMG** will hold the right of publication and copyright. The **HDMG** will adhere to current copyright and privacy laws, as well as ethical and documentation standards. Participants interviewed for a research project must provide written consent authorizing the use of information by the **HDMG**.

3. Staff will conduct research and interpret information in accordance with the **HDMG's Purpose and Mission from a range of perspectives. (added)**

4. The public will have access to this research which can be seen through exhibits, programming, **research requests (added)**, or publications. Privacy issues may limit the use of records or documents both by the **HDMG** and the public. These limitations will be at the discretion of the Director.

5. To assist in research, a reference library related to the collection and to Humboldt & District will be kept.

6. All potential researchers, **when accessing main collections artifacts (added)**, are required to sign an agreement with the **HDMG** to ensure that responsibility for the care of the artifacts is that of the researcher. A record will be kept of any researcher who is given physical access to artifacts.

Each artifact is checked and noted on record before the researcher leaves (**this sentence was reworded but the information is the same**). Visiting researchers should be permitted physical access to artifacts at the discretion of the (**removed Museum Board**) Director and only under supervision and prior instructions. Access to artifacts may be determined, but not limited to, the following factors: condition, **risk to artifact, location, security, health and safety risks**, legal conditions, **intended use, expertise of the enquirer, and human and financial resources** available (**this sentence was reworded and several more factors added, the ones in red**).

7. Public access will be maintained for research purposes within the museum. Researchers must adhere to the guidelines developed by the HDMG. (**Removed long list of guidelines**)

8. Any publication will acknowledge the HDMG resources that were utilized.

9. The HDMG will maintain records of all its research activities.

10. Fees related to research requests will follow the research request fee structure developed by the HDMG. This will be administered at the discretion of the Director. (**Reworded and removed specific amounts and procedural info**)

11. Staff may conduct research independently of their role at the **HDMG** on their own time and at their own expense. If they wish to publish or present that research including their affiliation with the HDMG, the Director must approve **this in advance**. (**added**)

12. Any research conducted by staff or volunteers using resources outside of those provided by the HDMG must be approved by the Director. (New point)

The points below are from the Oral History Policy

13. The **HDMG** will undertake research and collect oral histories to gain information about Humboldt & District, while respecting the needs of those being researched. Interviewees will be informed to the purpose of the project, their contribution to it, **and possible uses of their information in the future**. (**added**)

Removed #2 & #3 of old Oral History Policy

14. Ethical standards for Oral History Researchers will be followed as detailed by the Canadian Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans. (**Reworded and US information removed**)

15. Signed release forms by the interviewee are required for public use of the oral history recordings by the HDMG. Interviewees have the right to restrict access to the recordings. This information will be recorded on the oral history release form. (**Combination of points from # 4 and #5 of old Oral History Policy**)

Carol McLaren- Chairperson

Date

DRAFT



RESEARCH POLICY

The Museum Board recognizes the value of research to enhance the meaning and context of the collection, based on the goals articulated in the Museum's Statement of Purpose and Mission Statement.

1. Research should be a continual effort by museum staff and volunteers. The museum will provide necessary human and financial resources for research projects, as determined by the Director. Research falls into three general categories:

- a) The museum collection - the artifact must be catalogued with as much information from the donor and outside sources as possible.
- b) The physical area the museum represents. Research is vital to preserve information about the area.
- c) Applied research in museum activities - may include education strategies, collections management, visitor survey, etc.

2. The Director will designate and / or approve all research projects prior to commencement. For instances of staff research for publication, the museum will have the right of publication and copyright. The museum will adhere to current copyright and privacy laws, as well as ethical and documentation standards. Participants interviewed for a research project must provide written consent authorizing the use of information by the museum.

3. The public will have access to this research which should be seen through exhibits, programming, or publications. Privacy issues may limit the use of records or documents both by the museum and the public. These limitations will be at the discretion of the Director.

4. To assist in research a reference library related to the collection and to Humboldt and district will be kept.

5. All potential researchers are required to sign an agreement with the museum to ensure that responsibility for the care of the artifacts is that of the researcher. A record should be kept of any researcher who is given physical access to artifacts, the artifacts they are given access to, and each artifact checked and noted on record before researcher leaves. Visiting researchers should be permitted physical access to artifacts at the discretion of the museum board or Director and only under supervision and prior instructions. Limited access to any artifacts due to fragility, legal conditions, incomplete cataloguing, or any other reason the Director deems appropriate is allowed.

6. Public access will be maintained for research purposes within the museum and guidelines that researchers must follow have been developed.

- no smoking, eating or drinking near artifacts or in display areas
- no artifacts will be removed from the building for research purposes, except at the discretion of the Director
- pen will not be used for note-taking, only pencil is permitted
- researchers will be supervised at all times and their access to non-public areas will be restricted
- researchers must comply with all copyright laws, intellectual property laws and donor restrictions
- access to fragile artifacts may be denied at the discretion of the Director
- researchers shall acknowledge all museum services and resources utilized

7. Any publication will acknowledge the museum resources that were utilized.

8. The museum will maintain records of all its research activities.

9. Research requests fulfilled by staff members will be charged at \$25/hour after the first hour. Requestees will be informed of this fee structure upon the receipt of their request and an approximate cost will be provided to them before any research begins. Payment in full will be required prior to any research being undertaken. This fee is for research time and does not guarantee results.

10. Staff may conduct research independently of their role at the museum and gallery on their own time and at their own expense. If they wish to publish or present that research including their affiliation with the HDMG, the Director must approve this.

Susan Bellamy- Chairperson

Date



ORAL HISTORY POLICY

The Museum Board recognizes the importance of acquiring oral history interviews, based on the goals articulated in the Museum's Statement of Purpose and Mission Statement. Oral history is the process of obtaining information from an informant about some aspect of his or her life experiences.

1. The museum will undertake research and collect oral histories to gain information about Humboldt and District, while respecting the needs of those being researched. Interviewees will be informed as to the purpose of the project and their contribution to it.
2. All oral history interviews conducted by the museum should be completed by staff or volunteers who have training in conducting oral histories.
3. Oral history recordings are treated as acquisitions and are accessioned by regular museum procedures.
4. All ethical guidelines for Oral History Researchers will be followed as detailed by the Oral History Association of the United States and the Canadian Tri-County Policy on Research on Human Subjects. In particular, signed release forms by the interviewee are required for the public use of the oral history recordings by the museum. Interviewees have the right to restrict access to the recordings.
5. The museum will be cognizant of the need to protect confidential material contained on the recordings.

Carol Oleksyn - Chairperson

Date



DISSOLUTION POLICY

In the event of the dissolution of the Humboldt and District Museum and Gallery, the Board of Directors shall transfer all assets to the City of Humboldt to be held in public trust and governed by the Mayor and Council.

A complete list of assets of the **HDMG** shall be maintained and updated annually.

The following collection is an exception to this policy:

Pursuant to section 3(1)(b.2) of *The Heritage Property Act*, the Humboldt and District Museum and Gallery has been named the official repository and transferred possession of the Crown-owned archaeological objects:

Old Humboldt Complex (FbNh-1) (Removed the artifacts numbers as collection is still ongoing)

Humboldt Telegraph Station (FbNh-1)

Fort Denison (FbNh-3)

Written prior approval from the Minister of Parks, Culture and Sport or delegate must be obtained before removing or disposing of the collection in whole or in part for any purpose.

Carol McLaren - Chairperson

Date



DISSOLUTION POLICY

In the event of the dissolution of the Humboldt and District Museum and Gallery, the Board of Directors shall transfer all assets to the City of Humboldt to be held in public trust and governed by the Mayor and Council.

A complete list of assets of the museum shall be maintained and updated annually.

The following collection is an exception to this policy:

Pursuant to section 3(1)(b.2) of *The Heritage Property Act*, the Humboldt and District Museum and Gallery has been named the official repository and transferred possession of the Crown-owned archaeological objects:

Old Humboldt Complex (FbNh-1): artifacts #1 - #395 (inclusive)

Humboldt Telegraph Station (FbNh-1): artifacts #380 - #1117 (inclusive)

Fort Denison (FbNh-3): artifacts #1 - #3614 (inclusive)

Written prior approval from the Minister of Parks, Culture and Sport or delegate must be obtained before removing or disposing of the collection in whole or in part for any purpose.

Carol Oleksyn - Chairperson

Date

CITY OF HUMBOLDT REPORT

TITLE: Official Donation Receipting – Glen Hall Park Lighting
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13, 2025

RECOMMENDATION

That the Glen Hall Park Lighting Project be approved as an eligible project for the issuance of Official Donation Receipts for Income Tax Purposes.

BACKGROUND

Glen Hall Park is a vital community recreational space, encompassing a range of amenities designed to support various sporting and athletic activities. The park provides facilities for a range of users, including track and field athletes (with a 400m shale track and jumping pits), the Mohawks football program, minor and adult soccer leagues, Humboldt Minor Soccer (for their spring program), and local high school soccer teams. Both the main and secondary fields benefit from a full irrigation system, facilitated through a partnership with the Humboldt Golf Club, utilizing water from Water Ridge Pond.

CURRENT SITUATION

Representatives from the HCI Mohawks Football program approached the City to inquire about the prospect of installing permanent lights at Glen Hall Park. This initiative aims to install six light poles to illuminate the sports field and running track. The installation of lights would offer several key benefits, including extended usability of the field into the evening hours, particularly during the spring and fall months. The lighting could also support the use of the 400m track year-round, either for walkers or as an outdoor skating surface.

The proposed project would mirror one completed in 2024 in Wynyard. Through discussions with the HCI Mohawks and Wynyard representatives, Administration was able to gain some additional insight into the costs and logistics associated with the project. The project itself would have minimal impact on the property, requiring the installation of the six poles and trenching in power and controls for each. This project is not expected to impact any of the existing inground or above ground infrastructure.

This recommendation is intended to support the project initiative and provide authorization to the HCI Mohawks Football Program to begin fundraising efforts, including soliciting donations that qualify for charitable receipts through the City. Currently, the City is not being asked to provide direct financial support; however, such a request may be considered at a later date.

OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

No external communication or engagement required.

FINANCIAL IMPLICATION

Based on information gathered from Wynyard's recent project, the estimated total cost for the Glen Hall Park Lighting Project is projected to range between \$200,000 and \$250,000. This estimate encompasses the costs of poles, lighting fixtures, electrical components, and labor. Wynyard achieved significant cost savings through in-kind donations of supplies and labor, as well as securing grant funding. The Mohawks Football Program will be encouraged to explore similar avenues to minimize project costs.

CONCLUSION

The Glen Hall Park Lighting Project represents a significant opportunity to enhance the usability and value of a key community recreational space. The proposed lighting improvements would extend playing hours, expand seasonal use of the facilities, and provide opportunities for new activities. By approving the project for the issuance of Official Donation Receipts, the City will enable the Mohawks Football Program to effectively pursue fundraising efforts and bring this valuable project to fruition. While no direct financial support is requested from the City at this time, this initiative aligns with the goal of improving community recreational infrastructure.

CITY OF HUMBOLDT REPORT

TITLE: Humboldt Aerodrome Ownership & Operations Request for Proposal – Draft Review

PREPARED BY: Peter Bergquist, Public Works and Utilities Director

REVIEWED BY: Joe Day – City Manager

PREPARED FOR: Executive Committee

DATE: January 13, 2025

RECOMMENDATION

That the Humboldt Aerodrome Ownership & Operations Request for Proposal (RFP) document be publicly issued.

BACKGROUND

- Humboldt technically has an Aerodrome, but airport is what most people call it. Aerodrome: A simple grass strip or a small airfield with minimal facilities, primarily used for private, training, or military aviation. Airport: Airports are equipped to handle a large volume of passengers and aircraft.
- An aerodrome feasibility study was completed in fall of 2023 which noted options for rehabilitating the existing facility as well as options for expansion. In the next 10 years, the report estimated about \$2,055,000 is needed to rehabilitate the existing airfield infrastructure to current day standards.
- The report summarized that the aerodrome has minimal benefits to the City of Humboldt and has more benefits for the region due to the use by aerial applicators, recreational flyers, business/corporation traffic, and emergency services (air ambulance, search and rescue) if needed.
- A Proposed Airport Funding Model to the local Flying Club, local RM's and Municipalities within a 30km radius of the airport Responses were requested by July 2, 2024.
- A total of 14 Municipalities and Rural Municipalities within a 30km radius of the airport were sent detailed letters of the proposed initiative. 13 responses were received. All respondents declined the proposal which is 74.3% of the potential funding.
- The July 8, 2024, Executive Committee approved staff to draft a Request for Proposal with the intent to review the documents prior to it being publicly available.

CURRENT SITUATION

The RFP attached to this report will be open to the public for consideration for a potential partnership or complete sale of the aerodrome to private interests.

All aerodrome assets, with the exception of the snow dump area, are subject to the potential transfer of operations and/or ownership. Known local interest groups/persons will be given the document directly with anticipation that they will participate.

OPTIONS

1. Approve the RFP to be publicly issued.
2. Not approve the issuance of the RFP.
3. Adjust the intent of the RFP.

ATTACHMENTS

- Airport Property Information
- DRAFT – Humboldt Aerodrome Ownership & Operations Request for Proposal (RFP) Process
- Available Upon Request
 - Aerodrome Feasibility and Planning Study – October 2023
 - Humboldt Airport Radius Map
 - Proposed Funding Model for the Rehabilitation of the Existing Pavements

COMMUNICATION AND ENGAGEMENT

The department plans to send the local urban and rural municipalities an update letter with the RFP. We will encourage them to inform their ratepayers of the process as they may be affected by potential changes.



FINANCIAL IMPLICATION

There is potential that the City may reduce long-term costs associated with infrastructure replacement of the aerodrome taxiways and runways. In addition, if the aerodrome is entirely sold and privatized, the city may receive funds for the land.

CONCLUSION

The aviation industry is heavily subsidized similar to other public infrastructure. This unfortunately leaves the financial burdens and risks fully on the City of Humboldt with very few patrons benefiting from the asset. While a regional partnership approach to the aerodrome would be preferred, all local urban and rural municipalities declined to participate. The RFP will help identify if private interests or renewed public interest exist to take over the operations, maintenance and potentially ownership of the aerodrome.

Grass Runway

Surface Parcel #153171738
SE-18-37-22-2
Owners - City of Humboldt
Area: 32.541 Hectares (80.41 Acres)

AIRPORT PROPERTY

City Winter Snow Dump Area
3.64 Ha, 9.0 Acres

Storm Pipe

Surface Parcel #153171716
SW-18-37-22-2
Owners - City of Humboldt
Area: 1.957 Hectares (4.84 Acres)



HUMBOLDT AERODROME OWNERSHIP & OPERATIONS REQUEST
FOR PROPOSAL PROCESS

Competition No. 2025-AERO

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1 INSTRUCTIONS TO PROPONENTS

- a) RFP Documents will be issued to local municipalities as well as people/groups considered to be local stakeholders. All proponents are required to register and confirm interest to participate with the Director of Public Works and Utilities. Information will be available by request on or after January 14, 2025.
- b) **Closing Date for Submission: February 24, 2025 (no later than) 2:00:00 p.m. Saskatchewan time.** Proposals submitted after the time will not be accepted.
- c) Anticipated decision date March 25, 2025, pending review and decision made by City Council.
- d) Proposals will be accepted by email or in-person envelope. Faxes will not be accepted.
- e) Maximum proposal length is 30 pages.
- f) Addendums – Any changes to the RFP Documentation will be issued to the Registered RFP Proponents.
- g) Enquiries to the attention of:
Peter Bergquist, P.Tech - Director of Public Works and Utilities
City of Humboldt, Public Works and Utilities
Telephone No: 306-682-2525, Ext 662
Email: peter.bergquist@humboldt.ca

2 PROJECT OVERVIEW

The RFP is to explore potential interest, intent and value that proponents may desire to own, maintain or operate the Humboldt Aerodrome CJU4. The proposals received will be reviewed and evaluated. The proposals will then be contemplated, and a decision made by the City of Humboldt Council.

2.1 BACKGROUND

The City of Humboldt operates a small Municipal aerodrome south of the city in the RM of Humboldt with Asphalt – 2506 feet / 764 metre and Turf – 2,552 feet / 778 metre runways. The aerodrome is used primarily by recreational and aerial applicator businesses. Winter has minimal activities however the asphalt runway is snow plowed to keep accessible during the winter seasons.

Local pilots have advocated that the city invest more and potentially expand the aerodrome. However, this is met with hesitation as the city operates the aerodrome and has many competing expenditures. The use/benefit to the community is commonly debated. The aerodrome runway and taxiways are degrading and will require significant investment in the near future.

A study called CJU4 Feasibility and Planning Study was completed in October of 2023 which outlined the status, challenges and costs associated with maintaining and possibly expanding the aerodrome as a public facility. In April 2024 approval was given for staff to distribute and seek support for a funding model that was created based on a 30km radius around the city. In July of 2024, Council was updated that all respondents (Municipal and/or Rural Municipalities) declined the proposal to participate. Authorization was then given to draft a request for proposal to determine the future of the aerodrome (this document).

2.2 LAND INFORMATION

- The lands are located within the RM of Humboldt #370
- Parcel #153171738 – 32.541 Ha (80.41 Acres) – Owners – City of Humboldt
- Parcel #153171716 – 1.957 Ha (4.84 Acres) – Owners – City of Humboldt
- With the exception of the Snow Dump Land, the remaining property would be approximately: 34.498 Ha – 3.64 Ha = 30.858 Ha (76.25 Acres)
- Easements Exist Around the majority of the Main Runway and to the SE on Ministry of Highways and Infrastructure Lands. Specific details still need to be confirmed.
- Snow Dump Location, approximately 3.64 Ha (9.0 Acres) is to be retained by the City for continued City uses. The access road and culvert which exists along the frontage of the snow dump land would continue to be maintained by the City of Humboldt. Access road beyond the frontage of the snow dump land would be the responsibility of the proponent to maintain. A shared joint use agreement would be established between the City and Proponent for access to Highway 20.

2.3 ASSET INFORMATION

- All Taxiways, Aprons, and Runways would be the responsibility of the proponent.
- Flight Centre Building – Has water service (metered) and septic tank. Building also houses old NDB electronic equipment.
- The NDB Tower (obsolete).
- Beacon Light Tower
- Runway & Taxiway Lights
- Lights Shed w/radio switch
- City Owned Sea-Cans would be removed/relocated
- Hydrant and water piping within the property lines would be the proponent's responsibility for maintenance and repair in the event of a leak. Note: The fire hydrant does not have high fire flows like hydrants within the city. The hydrant acts more like a water service flushing point (for insurance purposes).
- Water usage meters for aerial application would be requested annually and setup by the city and invoiced accordingly.
- Fuel Tank – 100LL – 4530 litres. Installed in 2012 and fencing. Note: Jet-A-1 Tank beside it is privately owned.
- Old Underground Fuel Tanks – North of the above ground tanks – Tanks were fully drained by GFL Environmental in December of 2016.
- Old Concrete Pad from the former Mechanics Shop (between Flight Centre and Fuel Tanks)
- Storm Water Culverts and ditching on the site.
- LED Street Light Poles and Power Poles – Proponent would assume Monthly Power and maintenance.
- Wind Sock and lighting
- GPS Approaches – Maintained by JetPro – Proponent would be responsible for maintenance costs if continued.
- Haying contract with farmer. Proponent to renegotiate if desired.
- Kubota Mower
- 11 lots for lease – Expectation that this would be renegotiated with tenants and/or buildings purchased from them.

2.4 CONTRACT TERMS

The Successful Proponent will be required to enter a contract or sales contract based on the plan or negotiated components within it. The contract supplied by the city will be reviewed by the Proponent, City Officials and the City's Solicitor. Additions, removals, or modifications to the supplied contract may be requested. Negotiations between the City and the Successful Proponent will then occur until terms are agreed, or no agreement is deemed possible.

3 METHODOLOGY

3.1 GOVERNANCE PLAN

Demonstrate and convey in detail the intent of the plan. The governance structure, specifically if the facility will remain public or private will impact things like access to grants (CAP & Others), property/liability insurance, design standards for the aerodrome, operational personnel/contacts, registration and security.

Details desired to be answered include:

- What type of management or ownership model is being proposed? Private ownership, long-term lease of land, partnership?
- Will the proponent have an active or silent municipal partner to seek Community Airport Partnership or other Public Grants? The study noted that the local RM's appeared to benefit the most from the aerodrome because of the Aerial Application Services provided to the region. Obtaining a partnership with an RM may want to be explored by the proponents.
- Will the proponent commit to leaving the land to be an aerodrome for a certain period? If so, how long?
- Does the proponent want to buy the property or sign a long-term lease?
- Is the intent to make the aerodrome private?
- Does the proponent intend to own the land and facilities?
- Will the proponent purchase the buildings from the current lessee's?
- Will the proponent provide a secure 5 or 10 year lease agreement with the current lessee's?
- Can the proponent secure sufficient property and liability insurance for the aerodrome?

3.2 OPERATIONAL PLAN

Demonstrate and convey in detail the intent of the plan. Details desired to be answered include:

- Will fuel continue to be sold? Note, Sask Environment approval is required for fuel tank approvals at this location. Liability for Fuel Spills/Cleanup
- Winter Operations and Clearing
- Haying/Mowing
- Line Painting on Runway
- Will emergency or search and rescue services be allowed to land?

4 PURCHASE PROPOSAL

In the event that the proponent wants to fully own the aerodrome property, please state the value proposed along with all questions and concerns addressed in this RFP.

5 EVALUATION

The evaluation of proposals will be undertaken by City Staff and presented to City Council for information and decision.

5.1 EVALUATION CRITERIA

The city will evaluate the proposals and determine which is the most advantageous to the City. The evaluation will consider the proponents' understanding of the key issues, concerns and challenges remaining. The evaluation will also consider if the proposed purchase price, partners, treatment of the existing Lessee's and access for emergency aircraft is reasonable for the proposal provided. The city may contact the proponent with additional questions or invite the proponent in for a meeting. The interview may occur over video conferencing or in person.

6 RFP CONDITIONS:

6.1 GENERAL

The proponents are solely responsible for their own expenses related to the preparation of the proposal. The accuracy of the information is to be used as a guideline and the City gives no representation whatsoever as to the accuracy or completeness of any of the information set out in the RFP. Proponents will make an independent assessment of the accuracy and completeness of the supplied information. By submitting a proposal, the proponent acknowledges that there is to be no liability or claims able to be made against the City, Provincial or Federal governments for violation or perceived violation of the terms and conditions of the RFP.

6.2 ACCEPTANCE OF PROPOSAL

The City reserves the right to reject any or all proposals for any reason, without explanation, whether arbitrary, unreasonable, or otherwise. The winning proposal may not necessarily be chosen based on the highest price. The City may also waive any minor irregularities in any proposal as well as negotiate for the modification of a proposal.

6.3 PROPOSAL REVISIONS

Proposal revisions must be received prior to the closing date and time.

6.4 DISCLOSURE

All documents submitted by proponents shall become the property of the City of Humboldt. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the City of Humboldt obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the City of Humboldt.

7 ATTACHMENTS AVAILABLE UPON REQUEST

All attachments are available upon request.

- Humboldt CUJ4 – Municipal Aerodrome – Concept Plan
- Schedule of Airport Fees and Charges – 2014
- General Information about the Humboldt Aerodrome – May 1, 2023
- CUJ4 Feasibility and Planning Study – October 2023
- Schedule “A” Airport Hay Land Lease Drawing – May 30, 2023.
- Property Line and Area Information Drawing – October 21, 2024.
- 2024 Attempted Funding Model Information and Responses



CITY OF HUMBOLDT REPORT

TITLE: FCM Membership and SUMA Travel Fund
PREPARED BY: Joe Day, City Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: January 13th, 2025

RECOMMENDATION

That Administration be directed to pay the FCM invoice in the amount of \$2,011.03 and that the City of Humboldt decline the option to pay an additional \$316.73 for the SUMA Travel Fund.

BACKGROUND

Over the past number of years, SUMA and FCM have worked together to encourage smaller municipalities to be a part of the FCM Board of Directors. In this context, SUMA and FCM have an optional levy that Saskatchewan members of FCM can pay based on \$0.05 per capita.

CURRENT SITUATION

The FCM Board allows for up to 74 members from municipal councils across the Country. It appears that up to five of the Board members can come from Saskatchewan.

The City of Humboldt has the option to pay \$316.73 towards the voluntary SUMA travel fund to support representation by small communities on the FCM Board. The City of Humboldt has not contributed to this optional fund at any time in the past.

The City of Humboldt has annually paid for membership with FCM and has traditionally sent one or two Council members to the annual conference, with the City Manager also attending every two to three years. Additionally, the City has benefitted from funding programs administered by FCM, as well as other resources available through FCM.

OPTIONS

1. Pay the regular membership only, and not pay the optional travel amount.
2. Pay for both the regular membership and the optional travel amount.
3. No longer pay for membership with FCM.

ATTACHMENTS

- Attachment A – FCM 2025-2026 Membership Invoice
- Attachment B – SUMA – FCM joint message
- Attachment C – SUMA Travel Fund Invoice

COMMUNICATION AND ENGAGEMENT

FCM will be advised of the direction from City of Humboldt Executive Committee based upon the decision made by the Executive Committee.

FINANCIAL IMPLICATION

The cost of the regular membership is \$2,011.03

The cost of the optional travel fund amount is \$316.73.

The 2025 budget includes \$9,000 funding within Cost Centre 3050 for City Council memberships including SUMA and FCM. With the SUMA and FCM invoices now received for 2025 the cost of the regular memberships will be approximately \$10,170.

CONCLUSION

The City of Humboldt has paid the regular FCM membership annually but has traditionally declined to participate in the optional funding of the SUMA Travel Fund. It has now been a few years since City Council or the Executive Committee have discussed this decision and therefore Administration is seeking direction on the perspective of the Executive Committee towards the SUMA Travel Fund.

**Membership Invoice
2025-2026
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Joe Day
City of Humboldt
PO Box 640 715 Main Street
Humboldt, SK, S0K 2A0
Attn: City Manager

INVOICE / FACTURE: INV-42732-R8T6K0
DATE: 11/18/2024
ACCOUNT / COMPTE: 347
DUE DATE / DATE LIMITE: 03/31/2025

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$550.00	\$550.00	\$27.50	\$577.50
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	6,033	\$0.2263	\$1,365.27	\$68.26	\$1,433.53
TOTAL			\$1,915.27	\$95.76	\$2,011.03

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$2,011.03

Your FCM membership empowers local leaders to strengthen their communities and shape a brighter future for all Canadians.

Learn more at: <https://fcm.ca/membership>.

accountsreceivable@fcm.ca

PAYMENT / PAIEMENT

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: **003**
Transit Number/Numéro de transit: **00006**
Account Number / Numéro de compte: **1113307**

Cheque payable to / Chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités



A message from FCM and SUMA

Dear elected officials and members of SUMA,

The SUMA-FCM Small Communities Travel Fund provides critical support to partially offset travel costs for Saskatchewan municipal representatives from small communities to participate in FCM's Board of Directors meetings. The travel fund is intended to ensure that smaller communities' voices are heard at the FCM table.

SUMA members sustain this fund through voluntary dues contributions collected by FCM and administered by SUMA.

To qualify for the reimbursement of travel expenses, recipients must meet the following criteria:

- A local government elected official from a SUMA member municipality;
- From a community outside Regina, Saskatoon, Moose Jaw and Prince Albert;
- From a community that contributed to the fund in the year the expense was occurred; and
- Elected to FCM's Board, not those on standing committees.

Ensuring small Saskatchewan communities have a voice at the FCM table depends on voluntary contributions from members like you.

SUMA and FCM encourage all members to make this small, voluntary contribution to maintain our united and inclusive voice at the national municipal table.

Thank you.

Handwritten signature of Randy Goulden in black ink.

Randy Goulden
President, SUMA

Handwritten signature of Rebecca Bligh in black ink.

Rebecca Bligh
President, FCM



FEDERATION OF CANADIAN MUNICIPALITIES
 FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

SUMA Travel Fund Invoice

24, rue Clarence Street, Ottawa,
 Ontario, K1N 5P3
 T. 613-241-5221

Day, Joe

City of Humboldt

PO Box 640

Humboldt, SK, S0K 2A0

Attn: City Manager

Invoice / Facture: ORD-69185-L1G1T2

DATE: 11-28-2024

ACCOUNT/COMPTE: 347

DUE DATE/DATE LIMITE: 03-31-2025

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
OPTIONAL contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors	6,033	\$0.0500	\$301.65	\$15.08	\$316.73
TOTAL			\$301.65	\$15.08	\$316.73

PAYMENT / PAIEMENT

By cheque payable to / Par chèque à l'ordre de

Federation of Canadian Municipalities

Fédération canadienne des municipalités

HST # / No. de TVH: 11891 3938 RT0001

QST # / No. de TVQ: 1202728231DQ0001

By Electronic Funds Transfer/Par transfert électronique de fonds

Royal Bank of Canada (RBC) / Banque Royale du Canada

Institution Number / Numéro de l'institution: 003

Transit Number / Numéro de transit: 00006

Account Number / Numéro de compte: 1113307

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca



CITY OF HUMBOLDT REPORT

TITLE: 2025 Strategic Planning Initiative

PREPARED BY: Joe Day, City Manager

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: Executive Committee

DATE: January 13th, 2025

RECOMMENDATION

That Administration organize a Strategic Planning meeting for City Council pursuant to the direction provided by Executive Committee.

BACKGROUND

Following the municipal election that occurred in November 2024, and then the process of budget deliberations in early December 2024, there has been some informal discussion among the Mayor and Council members for a strategic planning session early in 2025.

CURRENT SITUATION

The has an Official Community Plan (OCP) sets long-term objectives of approximately 20 years into the future, and the City’s OCP is now approximately eight years old. Documents such as an OCP generally utilize broad terms and objectives, and although many things have changed over the past 8-10 years, updating it will likely require relatively minor amendments to bring the document up to date. The process of updating the OCP will, however, require extensive public consultation. The updating of the OCP should be something that the City of Humboldt targets for completion by the end of 2025.

It is recommended that Council agree to a more targeted process of identifying some goals and objectives for the next four-year period. Proceeding with a series of strategic planning meetings will provide Administration with some policy-level targets and should contribute to objectives that can be incorporated into an updated OCP.

Through discussion with Mayor Muench, it is suggested that the strategic planning process start with two evening meetings held within the next few weeks. It has been recommended that the first meeting should be with all of senior administration, and then a second meeting of City Council with the City Manager only.

If the Executive Committee members are in general agreement of the proposed format,

the next step would be to arrange dates and times that will work for the attendees.

OPTIONS

1. Proceed with a Strategic Planning process as outlined in this report.
2. Provide alternative direction for a Strategic Planning process.
3. Refer this matter back to Administration for re-consideration.

ATTACHMENTS - None

COMMUNICATION AND ENGAGEMENT

The two initial Strategic Planning Sessions are proposed to be in-camera meetings. Once the process has been completed and a Strategic Plan Document has been refined, City Council will have the opportunity to have this presented at a Public Council meeting.

FINANCIAL IMPLICATION

If Executive Committee endorses the proposed process as outlined above, there will only be minimal costs incurred such as meeting incidentals.

CONCLUSION

There are multiple benefits anticipated from proceeding with an in-house strategic planning process to identify goals and targets for the next four years. Once the City Council members have agreed to some specific dates and times, Administration will prepare for presentations for the meeting.