



City of Humboldt
January 27, 2025 - Regular Meeting of Council - 05:30 PM

- 1 **Call To Order**
- 2 **Adopt Agenda**
 - 2.1 Conflict of Interest
- 3 **Public Acknowledgement**
- 4 **Approve Minutes**
 - 4.1 Minutes of the 2025 Budget Meeting held December 2nd, 2024
 - 📎 Minutes of the 2025 Budget Meeting held December 2nd, 2024
 - 4.2 Minutes of the Special Meeting of Council held December 9th, 2024
 - 📎 Minutes of the Special Meeting of Council held December 9th, 2024
 - 4.3 Minutes of the Special Meeting of Council held January 13th, 2025
 - 📎 Minutes of the Special Meeting of Council held January 13th, 2025
- 5 **Delegations**
- 6 **Correspondence**
 - 6.1 "A" Items Requiring Council Resolution
 - 6.2 "B" Items Received for Information Only
 - 📎 Letter from the School Safety Patrol Program
- 7 **Committee Reports**
 - 7.1 Minutes of the Executive Committee Meeting held January 13th, 2025
 - 📎 Minutes of the Executive Committee Meeting held January 13th, 2025
 - 7.2 Minutes of the Humboldt & District Museum & Gallery Board dated December 12th, 2024
 - 📎 Minutes of the Humboldt & District Museum & Gallery Board dated December 12th, 2024
- 8 **Bylaws**
 - 8.1 Recommendation - City Controller - Council Procedure Bylaw
 - 📎 Report - Council Procedure Bylaw
 - 📎 Bylaw 02/2025 - The Procedure Bylaw
 - 8.1.1 Bylaw No. 02/2025 - The Procedure Bylaw (first reading)
 - 8.1.2 Bylaw No. 02/2025 - The Procedure Bylaw (second reading)
 - 8.1.3 Bylaw No. 02/2025 - The Procedure Bylaw (given all three readings)
 - 8.1.4 Bylaw No. 02/2025 - The Procedure Bylaw (third reading)
 - 8.2 Recommendation - Director of Protective Services - Parks and Open Spaces Bylaw

- 📎 Report - Parks and Open Spaces Bylaw
- 📎 Bylaw 03/2025 - Parks and Open Spaces Bylaw
- 8.2.1 Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (first reading)
- 8.2.2 Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (second reading)
- 8.2.3 Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (given all three readings)
- 8.2.4 Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (third reading)
- 8.3 Recommendation - Planning Coordinator - Zoning Map Amendment – 123 Main Street
- 📎 Report - Zoning Map Amendment – 123 Main Street
- 📎 Bylaw 04/2025 - Amend Bylaw No. 04/2016 - The Zoning Bylaw
- 8.3.1 Bylaw No. 04/2025 - Amendment to Bylaw No. 04/2016 - The Zoning Bylaw (first reading)

9 **New Business**

- 9.1 Recommendation - City Controller - Council Appointment to City Positions
- 📎 Report - Council Appointment to City Positions
- 9.2 Recommendation - City Controller - Council Appointment to Boards and Committees
- 📎 Report - Council Appointment to Boards and Committees
- 9.3 Recommendation - City Controller - Municipal Revenue Sharing Eligibility
- 📎 Report - Municipal Revenue Sharing Eligibility
- 9.4 Recommendation - City Controller - Response to HGC Request for Funding
- 📎 Report - Response to HGC Request for Funding
- 9.5 Recommendation - City Controller - Official Donation Receipt Projects for 2025
- 📎 Report - Official Donation Receipt Projects for 2025
- 9.6 Recommendation - Director of Leisure Services - Official Donation Receipting – Glen Hall Park Lighting
- 📎 Report - Official Donation Receipting – Glen Hall Park Lighting
- 9.7 Recommendation - Director of Leisure Services - Aquatic Centre Flooring Sole Source Contract
- 📎 Report - Aquatic Centre Flooring Sole Source Contract
- 9.8 Recommendation - Director of Cultural Services - Collections Policies – Humboldt & District Museum & Gallery
- 📎 Report - Collections Policies – Humboldt & District Museum & Gallery
- 9.9 Recommendation - Finance Manager - FCM Grant Application – Climate Risks and Hazards Assessments
- 📎 Report - FCM Grant Application – Climate Risks and Hazards Assessments

10 **Enquiries**

11 **Committee of the Whole**

12 **Adjourn**



**City of Humboldt
Meeting Minutes**

2025 Budget Meeting December 2, 2024 - 09:30 AM

- PRESENT:
- Mayor Rob Muench
 - Councillor Larry Jorgenson
 - Councillor Roger Korte
 - Councillor Sarah McInnis
 - Councillor Dave Rowe
 - Councillor Marilyn Scott
 - Councillor Karen Siermachesky
 - City Manager Joe Day
 - City Controller/Interim City Clerk Jace Porten
 - Director of Protective Services Mike Kwasnica
 - Director of Public Works Peter Bergquist
 - Director of Leisure Services Mike Ulriksen
 - Director of Cultural Services Jennifer Fitzpatrick
 - Finance Manager Connor Piller
 - Communications Coordinator Angie Rolheiser

1 Call To Order

Mayor Muench called the meeting to order at 9:30 a.m.

Resolution:
2024.261

2 Adopt Agenda

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

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

Resolution:
2024.262

3 General Budget Overview (Tab 1)

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

That Tab 1 - General Budget Overview be received for information.

CARRIED

Resolution:
2024.263

4 Outstanding Debt (Tab 2)

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

That Tab 2 - Outstanding Debt be received for information.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

CARRIED

Resolution: 5 **Debt Payments (Tab 3)**
2024.264 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That Tab 3 - Debt Payments be received for information.

CARRIED

Resolution: 6 **Reserves (Tab 4)**
2024.265 **Moved By:** Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

That Tab 4 - Reserves be received for information.

CARRIED

Resolution: 7 **Fleet Plan Overview (Tab 5)**
2024.266 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That Tab 5 - Fleet Plan Overview be received for information.

CARRIED

Resolution: 8 **Staffing Compliment Changes (Tab 6)**
2024.267 **Moved By:** Councillor Karen Siermachesky
Seconded By: Councillor Dave Rowe

That Tab 6 - Staffing compliment changes report be received for information.

CARRIED

Resolution: 8.1 **Committee of the Whole**
2024.268 **Moved By:** Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That we sit in a private session as Committee of the Whole, the time being 10:47 a.m.

CARRIED

8.2 Authority

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

8.3 Present in Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Marilyn Scott, Councillor Sarah McInnis, Councillor Karen Siermachesky, Councillor Dave Rowe, City Manager Joe Day, City Controller Jace Porten, Works & Utilities Director Peter Bergquist, Community & Leisure Services Director Mike Ulriksen, Cultural Services Director Jennifer Fitzpatrick, Finance Manager Conner Piller, and Communications Coordinator Penny Lee.

Resolution: 8.4 **Revert**
2024.269 **Moved By:** Councillor Marilyn Scott
Seconded By: Councillor Larry Jorgenson

That Council revert to the Regular Meeting, the time being 11:19 pm.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

CARRIED

9 2024 Operating Cost Centres

Resolution: 9.1 3000 General Government - 3550 Communications (Tab 7)
2024.270 **Moved By:** Councillor Karen Siermachesky
Seconded By: Councillor Dave Rowe

That the operating budget for the General Government Cost Centers 3000 to 3550 inclusive be received for information.

CARRIED

Resolution: 9.2 4050 - 4600 Protective Services and Development (Tab 8)
2024.274 **Moved By:** Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the operating budget for Protective Services and Development Cost Centers 4050 to 4600 be received for information.

CARRIED

Resolution: 9.3 5050 - 5430 Recreation and Leisure Services (Tab 9)
2024.273 **Moved By:** Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

That the operating budget for Recreation and Leisure Services Cost Centers 5050 to 5430 inclusive be received for information.

CARRIED

Resolution: 9.4 Lunch
2024.271 **Moved By:** Councillor Marilyn Scott
Seconded By: Councillor Larry Jorgenson

That we hereby break for lunch for half an hour, the time being 11:59 am.

CARRIED

Resolution: 9.5 Resume Meeting
2024.272 **Moved By:** Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

That we resume the meeting, time being 12:33 p.m.

CARRIED

Resolution: 9.6 5450 - 5900 Cultural Services (Tab 10)
2024.275 **Moved By:** Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

That the budget for the Cultural Services Cost Centers 5450 to 5900 inclusive be received for information.

CARRIED

Resolution: 9.7 6050 - 6400 Public Health (Tab 11)
2024.276 **Moved By:** Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

That the budget for the Public Health Cost Centers 6050 to 6400 inclusive be received for information.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 9.8 **7050 - 7810 Transportation (Tab 12)**
 2024.277
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That the budget for the operating Transportation Cost Center 7050 to 7810 inclusive be received for information.

CARRIED

Resolution: 9.9 **8000 - 8300 Water and Wastewater (Tab 13)**
 2024.278
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

That the budget for the Water and Wastewater Cost Centers 8000 to 8300 inclusive be received for information.

CARRIED

Resolution: 9.10 **8500 Land Development (Tab 14)**
 2024.279
Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That the operating budget for cost center Land Development 8500 be received for information.

CARRIED

Resolution: 9.11 **3000 - 8000 Amortization (Tab 15)**
 2024.280
Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

That the budget for Amortization Cost Centers (3000 - 8000) be received for information.

CARRIED

10 2025 Capital Projects (Tab 16)

Resolution: 10.1 **Leisure Services - Outdoor Rink & Multi-Sport Court**
 2024.281
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

Resolution: 10.2 **Public Works - Wastewater Treatment Facility and Lift Stations 1+4**
 2024.282
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

Resolution: 10.3 **Public Works - 6th Ave (5th St to 6th St) Roadway Reconstruction**
 2024.283
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Marilyn Scott

That the City of Humboldt proceed with the 6th Avenue Roadway Reconstruction project from 5th Street to 6th Street in the value of \$135,900 in 2025.

CARRIED

Resolution: 2024.284 **10.4 Public Works - 7th Ave (2nd St to 3rd St) Roadway Reconstruction**
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with the 7th Avenue Roadway Reconstruction project from 2nd Street to 3rd Street in the value of \$128,700 in 2025.

CARRIED

Resolution: 2024.285 **10.5 Public Works - 10th St (9th Ave to 12th Ave) Water Main Replacement and Roadway Reconstruction**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

That the City of Humboldt proceed with the 10th Street Water Main and Roadway Reconstruction project from 9th Avenue to 12th Avenue in the value of \$1,435,700 in 2025 and further,

That the City of Humboldt proceed with the design work for the 2026 portion of the project in the value of \$36,600.

CARRIED

Resolution: 2024.286 **10.6 Public Works - 9th Ave (17th St to Lane E of Barnes Cres.) Roadway Reconstruction**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with the 9th Avenue Roadway Reconstruction project from 17th Street to the Lane E of Barnes in the value of \$423,300 in 2025.

CARRIED

Resolution: 2024.287 **10.7 Public Works - Main St (Sask Ave to 1st Ave S) Water Main Replacement and Roadway Construction**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Roger Korte

That the City of Humboldt proceed with the Main Street Water Main Replacement from Sask Avenue to 1st Avenue South in the value of \$342,400 in 2025.

CARRIED

Resolution: 2024.288 **10.8 Public Works - Peck Road (Westwood Dr to 12th Ave) Gravel**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with the Peck Road Gravel Road Project from Westwood Drive to 12th Avenue in the value of \$159,300 in 2025.

CARRIED

Resolution: 2024.289 **10.9 Public Works - Skid Steer Box Grader**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with purchasing a skid steer box grader for the value of \$7,000 in 2025.

CARRIED

Resolution: 2024.290 **10.10 Public Works - Trench Shield Equipment**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Karen Siermachesky

That the City of Humboldt proceed with purchasing trench shield equipment for the value of \$75,000 in 2025.

CARRIED

Resolution: 2024.291 **10.11 Leisure Services - Community Event Trailer**
Moved By: Councillor Roger Korte
Seconded By: Councillor Karen Siermachesky

That the City of Humboldt proceed with the purchase of an enclosed trailer for community events for the value of \$15,000.

CARRIED

Resolution: 2024.292 **10.12 Leisure Services - Highway 20 Boulevards**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Larry Jorgenson

That the City of Humboldt proceed with the renovation of the remaining section of Hwy 20 Boulevard from 2nd Avenue to 5th Avenue for a total value of \$50,000.

CARRIED

Resolution: 2024.293 **10.13 Leisure Services - Parks Cold Storage**
Moved By: Councillor Roger Korte
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with the construction of a cold storage space for the Parks department for a total value of \$25,000.

CARRIED

Resolution: 2024.294 **10.14 Leisure Services - Robotic Lawn Mower**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with purchase of a Robotic Lawn Mower for a total value of \$10,000.

CARRIED

Resolution: 2024.295 **10.15 Leisure Services - Off-Leash Dog Park**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with financial and in-kind support of the construction of an off-leash dog park at the SPCA property as per direction from Executive Committee March 11th, 2024, for a total value of \$60,000.

CARRIED

Resolution: 2024.296 **10.16 Leisure Services - Aquatic Centre Flooring Replacement**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with the Aquatic Centre Flooring Replacement for a total value of \$155,000.

CARRIED

Resolution: 2024.297 **10.17 Corporate Services - Transit Services Expansion**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That the City of Humboldt proceed with the expansion of the Public Transit services as per the Rural Transit Solution grant agreement for a total value of \$265,450.

CARRIED

11 2026 Capital Projects Pre-Approval (Tab 17)

Resolution: 2024.298 **11.1 Public Works - 6th Ave Storm Sewer Outfall, Piping, & Drainage**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

That this report be received for information and filed.

CARRIED

Resolution: 2024.299 **11.2 Public Works - 9th St (12th Ave to North End) Water Main Roadway Reconstruction**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

That the City of Humboldt proceed with design work of the 9th Street Water Main and Roadway Reconstruction project from 12th Avenue to the north end of the road in the value of \$23,800.

CARRIED

Resolution: 2024.300 **11.3 Public Works - 17th St (5th Ave to 8th Ave) Roadway Reconstruction**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That the City of Humboldt proceed with design work for the 17th Street Roadway Reconstruction project from 5th Avenue to 8th Avenue in the value of \$60,100.

CARRIED

Resolution: 2024.301 **11.4 Public Works - 13th St (5th Ave to 8th Ave) Water Main Road Reconstruction**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Dave Rowe

That the City of Humboldt proceed with the design work of the 13th Street Water Main and Roadway Reconstruction project from 5th Avenue to 8th Avenue in the value \$103,300.

CARRIED

Resolution: 2024.302 **11.5 Leisure Services - Arena Refrigeration System Replacement**
Moved By: Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson

That the City of Humboldt proceed with the design work of the Arena Refrigeration System Replacement for a total value of \$75,000.

CARRIED

12 2025 Fleet Replacements (Tab 18)

Resolution: 2024.303 **12.1** **Leisure Services - Fleet Replacement - General Use Dump Truck - L185**
Moved By: Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson

That the City of Humboldt proceed with the replacement of fleet unit #L185 with a new General Use – Dump Truck, as per the fleet plan, for a total value of \$80,000.

CARRIED

Resolution: 2024.304 **12.2** **Leisure Services - Fleet Replacement - Ice Resurfacers Replacement - L281**
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Larry Jorgenson

That the City of Humboldt proceed with the replacement of fleet unit #L281 Olympia Ice Resurfacers, for a total value of \$170,000.

CARRIED

Resolution: 2024.305 **12.3** **Leisure Services - Fleet Replacement – Parks Skidsteer - Municipal Replacement Program - L244**
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte

That the City of Humboldt proceed with the replacement of the Parks Skid Steer Unit through the Brandt Municipal Skid Steer Program, for a total value of \$110,000.

CARRIED

Resolution: 2024.306 **13** **5 Year Capital Plan (Tab 19)**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That the Five-Year Capital Plans for the years 2025-2029 be approved in principle and be received for information and filed.

CARRIED

Resolution: 2024.307 **14** **Recess**
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

That we recess the meeting and reconvene after the Special Council Meeting on December 9th at 5:30pm.

CARRIED

15 **Reconvene**

That we reconvene the 2025 Budget Meeting on December 9, 2024, the time being 7:46 pm.

Resolution: 2024.325 **16** **Re-visit Operating Cost Centre**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That we revisit Cost Centres 3000, 3020, 3550, 4500, 4600, 5072, 5075, 5100, to update information presented by administration.

CARRIED

Resolution: 17 Taxation and Grants Cost Centre (Tab 20)
2024.326
Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis
To receive for information and to file.
CARRIED

Resolution: 18 Consolidated Budget (Tab 21)
2024.327
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Roger Korte
That the 2025 Operating & Capital Budget as attached hereto and forming part of these minutes be adopted as amended to account for an approximate 3.95% tax increase and a approximate 5.28% utility rate increase.
CARRIED

Resolution: 19 Adjourn
2024.328
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky
That we do now adjourn, the time being 8:48 p.m.
CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten



**City of Humboldt
Meeting Minutes**

Special Meeting of Council December 9, 2024 - 05:30 PM

PRESENT:	Mayor Rob Muench	
	Councillor Larry Jorgenson	
	Councillor Roger Korte	
	Councillor Sarah McInnis	
	Councillor Dave Rowe	
	Councillor Marilyn Scott	
	Councillor Karen Siermachesky	
	City Manager	Joe Day
	City Controller	Jace Porten
	Director of Cultural Services	Jennifer Fitzpatrick
	Director of Leisure Services	Mike Ulriksen
	Director of Protective Services	Mike Kwasnica
	Director of Public Works	Peter Bergquist
	Finance Manager	Conner Piller
	Planning Coordinator	Tanner Zimmerman
	Communications Coordinator	Angie Rolheiser

1 Call To Order

Mayor Muench called the meeting to order at 5:46 p.m.

Resolution:
2024.308

2 Adopt Agenda

Moved By: Councillor Marilyn Scott

Seconded By: Councillor Karen Siermachesky

That the agenda be adopted as amended to include a give notice section added prior to enquiries.

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

Councillor McInnis acknowledged the Director of Cultural Services, Jennifer Fitzpatrick, for 35 years with the City of Humboldt.

Councillor Siermachesky acknowledged the passing of John Schenn, and highlighted his contributions to the community.

Councillor Siermachesky acknowledged the Museum and Gallery for successfully hosting of the Friends Festival Auction.

Councillor Siermachesky acknowledged the Good Neighbour Store for dispersing \$463,000 to organizations throughout the City.

Councillor Siermachesky acknowledged administration for their efforts on the 2025 budget preparation.

Mayor Muench acknowledged staff and council for their work successfully hosting the tree lighting ceremony.

Mayor – Rob Muench

Interim City Clerk – Jace Porten

4 Approve Minutes

Resolution:
2024.309

4.1 Minutes of the Regular Meeting of Council held November 25, 2024

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

That the Minutes of the Regular Meeting of Council held November 25, 2024 be approved as recorded and circulated.

CARRIED

5 Delegations

Resolution:
2024.310

5.1 Tessa Schedlosky - Zoning of 123 Main Street

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

That the presentation from Tessa Schedlosky be received for information and filed.

CARRIED

6 Correspondence

Resolution:
2024.311

6.1 "A" Items Requiring Council Resolution

Moved By: Councillor Sarah McInnis
Seconded By: Councillor Dave Rowe

That the Mayor provide a letter of support to accompany the proposal for a U15 AA Female Program based out of Humboldt/LeRoy.

CARRIED

Resolution:
2024.312

6.2 "B" Items Received for Information Only

Moved By: Councillor Sarah McInnis
Seconded By: Councillor Dave Rowe

That the following correspondence be accepted for information:

Central Area Transportation Planning Committee Meeting Minutes dated September 9, 2024

Central Area Transportation Planning Committee Reports dated October 23, 2024

Central Area Transportation Planning Committee Meeting Minutes dated November 22, 2024

CARRIED

7 Committee Reports

7.1 Vacate Chair

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

Resolution:
2024.313

7.2 Minutes of the Humboldt & District Museum & Gallery Board dated November 14, 2024

Moved By: Councillor Roger Korte
Seconded By: Councillor Marilyn Scott

Mayor – Rob Muench

Interim City Clerk – Jace Porten

That the MMinutes of the Humboldt & District Museum & Gallery Board dated November 14, 2024 be accepted for information.

CARRIED

7.3 Resume Chair

Mayor Muench resumed the Chair, the time being 6:11 p.m.

8 New Business

Resolution:
2024.314

8.1 Recommendation - City Controller - Executive Committee and Council Meeting Schedule

Moved By: Councillor Marilyn Scott

Seconded By: Councillor Sarah McInnis

That the Council and Executive Committee meeting schedule for 2025 be as follows:

	Executive Committee	Council Meeting
January	January 13 @ 5:30 p.m.	January 27 @ 5:30 p.m.
February	February 10 @ 5:30 p.m.	February 24 @ 5:30 p.m.
March	March 10 @ 5:30 p.m.	March 24 @ 5:30 p.m.
April	April 14 @ 5:30 p.m.	April 28 @ 5:30 p.m.
May	May 12 @ 5:30 p.m.	May 26 @ 5:30 p.m.
June	June 9 @ 5:30 p.m.	June 23 @ 5:30 p.m.
July	July 14 @ 5:30 p.m.	July 28 @ 5:30 p.m.
August	August 11 @ 5:30 p.m.	August 25 @ 5:30 p.m.
September	September 8 @ 5:30 p.m.	September 22 @ 5:30 p.m.
October	Tuesday, October 14 @ 5:30 p.m.	October 27 @ 5:30 p.m.
November	November 10 @ 5:30 p.m.	November 24 @ 5:30 p.m.
December	December 8 @ 5:30 p.m.	December 22 – Cancelled

Special Council Meetings:

Budget Meeting	December 1 @ 9:00 a.m.
Special Council Meeting	December 15 @ 5:30 p.m.

CARRIED

Resolution:
2024.315

8.2 Recommendation - City Controller - City Council appointments to Boards and Committees

Moved By: Councillor Dave Rowe

Seconded By: Councillor Karen Siermachesky

That the following Council appointments be made for the remainder of 2024 and for all of 2025:

- Humboldt and District Rural Fire Protection Association – Council Representative – Roger Korte
- Reid-Thompson Public Library Board – Council Representative – Sarah McInnis

Mayor – Rob Muench

Interim City Clerk – Jace Porten

- Wapiti Regional Library Board – Council Representative – Sarah McInnis
- Humboldt and District Museum and Gallery Board – Council Representative – Karen Siermachesky
- REACT Waste Management Authority – Council Representative – Marilyn Scott
- Wakaw-Humboldt Regional Water Supply Committee – Council Representative – Dave Rowe
- Humboldt and District Chamber of Commerce – Council Representative – Rob Muench, Alternate Larry Jorgenson
- Lanigan Creek Dellwood Brook Watershed Association – Council Representative – Marilyn Scott
- Bronco Memorials Committee – Council Representatives – Rob Muench and Larry Jorgenson
- Community Economic Development Initiative (CEDI) – Council Representatives – Roger Korte and Rob Muench (Joe Day)
- Sylvite 4-6 (S4-6) – Council Representative – Rob Muench (Joe Day)
- Humboldt Golf Course Governance Committee – Council Representatives – Rob Muench, Larry Jorgenson, Dave Rowe
- Humboldt Health Council – Council Representative – Karen Siermachesky
- Planning District Committee – Council Representative – Rob Muench and Roger Korte

CARRIED

Resolution: 8.3
2024.316

Recommendation - Finance Manager - Budget vs Actual Nov 2024

Moved By: Councillor Sarah McInnis

Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution: 9
2024.317

Give Notice

Moved By: Councillor Roger Korte

Seconded By: Councillor Dave Rowe

That Council elect to proceed with the Give Notice receiving 2/3 of Council Support.

CARRIED

Resolution: 9.1
2024.318

Councillor Siermachesky - Review of the Council Procedures Bylaw

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Marilyn Scott

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

CARRIED

10 Enquiries

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Councillor McInnis enquired about the Energy Efficiency Grant Program that the City of Saskatoon is doing through PACE. The City Manager responded that Administration could review the program and see if it would be an opportunity that the City of Humboldt proceed with.

Councillor McInnis enquired about the City's Zoning Bylaw and the status with regards to it. The City Manager responded that the City is currently reviewing the bylaw to cleanup some aspects of it with the plan to bring it back to Council in the late Spring or early Summer.

Councillor Scott enquired about the City's Zoning Bylaw and the status of its hinderous from what some developers are feeling. The City Manager responded that the process does take a few meetings to get through, but that if Council will share with those developers, Administration would contact them.

Councillor Rowe enquired about when the City will have the opportunity host a Strategic Planning session. The City Manager responded that scheduling that is an item he is looking to accomplish soon.

Mayor Muench enquired on the removal of snow fall and expressed concerns on the narrowing of some residential areas. The Director of Public Works responded that accumulation is becoming a concern on some residential streets and the City will explore ways to remedy the situation and added they will review with the crew if it is possible to push some of those ridges back.

Councillor Siermachesky enquired with the snow accumulation at the pedestrian crosswalks. The Director of Public Works responded they are aware that they will have to get back to areas.

Resolution: 11
2024.319

Committee of the Whole

Moved By: Councillor Marilyn Scott

Seconded By: Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 6:37 p.m.

CARRIED

11.1 Authority

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

11.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Cultural Services Jennifer Fitzpatrick, Director of Leisure Services Mike Ulriksen, Director of Public Works Peter Bergquist, Finance Manager Conner Piller, Planning Coordinator Tanner Zimmerman, Communications Coordinator Angie Rolheiser.

11.3 Director of Leisure Services - Centennial Park LED Sign Operation Contract - Pattison Media

11.4 Director of Leisure Services - LED Sign Advertising Agreement - Carlton Trail College

Mayor – Rob Muench

Interim City Clerk – Jace Porten

11.5 Planning Coordinator - Non-conforming Use - 123 Main Street

Resolution:
2024.320

11.6 Revert

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That Council revert to the Regular Meeting, the time being 7:35 pm.

CARRIED

Resolution:
2024.321

11.7 Recommendation - Director of Leisure Services - Centennial Park LED Sign Operation Contract - Pattison Media

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Sarah McInnis

That the City extend the License Agreement with Pattison Media to operate the Centennial Park LED sign as per the terms of the revised agreement for a term of four-and-a-half (4.5) years, expiring June 30th, 2029.

CARRIED

Resolution:
2024.322

11.8 Recommendation - Director of Leisure Services - LED Sign Advertising Agreement - Carlton Trail College

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

That the City of Humboldt allocates twenty five (25) percent of the annual advertising time on the Centennial Park LED Sign to Carlton Trail College, at a rate of \$9,300 per year (pre-tax).

CARRIED

Resolution:
2024.323

11.9 Recommendation - Planning Coordinator - Non-conforming Use - 123 Main Street

Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED

Resolution:
2024.324

12 Adjourn

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

That we do now adjourn, the time being 7:37 p.m.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten



**City of Humboldt
Meeting Minutes**

Special Meeting of Council January 13, 2025 - 05:30 PM

PRESENT:	Mayor Rob Muench	
	Councillor Larry Jorgenson	
	Councillor Roger Korte	
	Councillor Sarah McInnis	
	Councillor Dave Rowe	
	Councillor Marilyn Scott	
	Councillor Karen Siermachesky	
	City Manager	Joe Day
	City Controller	Jace Porten
	Director of Cultural Services	Jennifer Fitzpatrick
	Director of Leisure Services	Mike Ulriksen
	Director of Protective Services	Mike Kwasnica
	Director of Public Works	Peter Bergquist
	Planning Coordinator	Tanner Zimmerman

1 Call To Order

Mayor Muench called the meeting to order at 5:31 p.m.

Resolution:
2025.001

2 Adopt Agenda

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That the agenda be adopted as presented.

CARRIED

2.1 Conflict of Interest

3 Public Hearing

Resolution:
2025.002

3.1 Suspend Council Meeting

Moved By: Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That the Regular Meeting of Council be suspended and that we move to enter the Public Hearing, the time being 5:32p.m.

CARRIED

Resolution:
2025.003

3.2 Recommendation - Interim City Clerk - Discretionary Use Educational Institution (Unit R80 1919 8th Avenue)

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

That this report be accepted for information and filed.

CARRIED

Mayor – Rob Muench

Interim City Clerk – Jace Porten

Resolution: 3.3 **Recommendation - Interim City Clerk - Discretionary Use**
 2025.004 **Educational Institution (520 9th Street)**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Resolution: 3.4 **Resume Council Meeting**
 2025.005 **Moved By:** Councillor Dave Rowe
Seconded By: Councillor Sarah McInnis

That the Public Hearing be closed, and that Council revert to the Regular Meeting, the time being 5:36 p.m.

CARRIED

4 Bylaws

Resolution: 4.1 **Recommendation - Director of Public Works - Bylaw No.**
 2025.006 **01/2025 - 2025 Water and Sewer Rates Bylaw**
Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

4.2 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Jorgenson presided at 5:41.

Resolution: 4.3 **Bylaw No. 01/2025 - 2025 Water and Sewer Rates (First**
 2025.007 **Reading)**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

Resolved that Bylaw No. 01/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No. 11/2019, be introduced and read a first time.

CARRIED

Resolution: 4.4 **Bylaw No. 01/2025 - 2025 Water and Sewer Rates (Second**
 2025.008 **Reading)**
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 01/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No. 11/2019, be read a second time.

CARRIED

Resolution: 4.5 **Bylaw No. 01/2025 - 2025 Water and Sewer Rates (Give All**
 2025.009 **Three Readings)**
Moved By: Mayor Rob Muench
Seconded By: Councillor Sarah McInnis

Resolved that Bylaw No. 01/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No. 11/2019, be given all three readings at this meeting.

CARRIED

Resolution: 4.6 **Bylaw No. 01/2025 - 2025 Water and Sewer Rates (Third Reading)**
 2025.010
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Roger Korte

Resolved that Bylaw No. 01/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No. 11/2019, be read a third time and now be adopted.

CARRIED

4.7 **Resume Chair**
 Mayor Muench resumed the Chair, the time being 5:43 p.m.

5 **New Business**

Resolution: 5.1 **Recommendation - Planning Coordinator - Discretionary Use Educational Institution (Unit R80 1919 8th Ave)**
 2025.011
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Marilyn Scott

That a discretionary use be approved to operate an Educational Institution at Unit R80 1919 8th Ave., legally described as Block A Plan BL3572.

CARRIED

Resolution: 5.2 **Recommendation - Planning Coordinator - Discretionary Use Educational Institution (520 9th Street)**
 2025.012
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Sarah McInnis

That a discretionary use be approved to operate an Educational Institution at 520 9th St., legally described as Lot 30, Block 6, Plan 66H01872.

CARRIED

Resolution: 6 **Adjourn**
 2025.013
Moved By: Councillor Roger Korte
Seconded By: Councillor Larry Jorgenson

That we do now adjourn, the time being 5:51 p.m.

CARRIED



RECEIVED OCT 07 2024
ST. DOMINIC SCHOOL

*P.O. Box 2019
706 2nd Ave. South
Humboldt, Sask. S0K 2A0
Tel: (306) 682-1080
Fax: (306) 682-5738*

October 3rd, 2024

The City of Humboldt Mayor and Council
P.O. Box 640
Humboldt, SK.
S0K 2A0

Dear Members:

I am writing on behalf of St. Augustine and St. Dominic Schools' Safety Patrol Program. The safety patrol program provides student crossing guard services at the major traffic intersections at each school. As Humboldt has grown in size and population, these intersections have become extremely busy. Each school's patrol program involves at least 30 students for the year's schedule (total of over 60 students per year).

The patrollers are out supervising the crosswalks at 8:30 a.m., 12:00 noon, 12:30 p.m., and 3:30 p.m. every school day. Rain, snow, or sunshine, the patrollers remain on duty. Many parents from the community have expressed how thankful they are to have patrollers safeguarding their children. I have been a safety patrol teacher-supervisor for several years, and I have witnessed dedicated patrollers who get up early, patrol in inclement weather, and must delay after school activities because they want to contribute to the safety of our community.

As a thank you to the patrollers for their efforts, they receive awards and incentives. Training materials and equipment also must be purchased to support this program. Approximately, \$2000.00 is required for both schools to operate the School Safety Patrol Program.

Any sponsorship provided to ensure the future success and viability of our city safety patrol programs would be very much appreciated. Your support assists us in the continuing to run such an essential program for our community. **Please make cheque payable to St. Dominic School.** Funds will be equitably dispersed between the two schools.

Thank you for considering our request for your financial support.

Celeste Leray-Leicht
Safety Patrol Teacher Coordinator
St. Dominic School
School Safety Patrol Program



City of Humboldt

Meeting Minutes

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

- Present:**
- Chairperson:** Larry Jorgenson
 - Mayor:** Rob Muench
 - Councillors:** Roger Korte
Sarah McInnis
Dave Rowe
Marilyn Scott
Karen Siermachesky
 - City Manager:** Joe Day
 - City Controller:** Jace Porten
 - Director of Cultural Services:** Jennifer Fitzpatrick
 - Director of Leisure Services:** Mike Ulriksen
 - Director of Protective Services:** Mike Kwasnica
 - Director of Public Works and Utilities:** Peter Bergquist

1 Call To Order

Chairperson Jorgenson called the meeting to order at 5:58 p.m.

2 Adopt Agenda

Moved By: Councillor Sarah McInnis

That the agenda be adopted as amended, to include the Planning Coordinators Report under Reports from Administration as item 4.6, and include a verbal update from the City Manager on Land Development in Committee of the Whole as item 7.5.

CARRIED

2.1 Conflict of Interest

3 Delegations

3.1 Humboldt Expansion Arena & Recreation Team

Moved By: Councillor Sarah McInnis

That the presentation from the delegation be accepted for information and filed.

CARRIED

4 Reports From Administration

4.1 Director of Protective Services' Reports

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

- 4.2 City Controller's Report**
Moved By: Councillor Sarah McInnis
That this report be accepted for information and filed.
CARRIED
- 4.3 Director of Cultural Services' Report**
Moved By: Councillor Roger Korte
That this report be accepted for information and filed.
CARRIED
- 4.4 Director of Leisure Services' Report**
Moved By: Mayor Rob Muench
That this report be accepted for information and filed.
CARRIED
- 4.5 Director of Public Works' Report**
Moved By: Councillor Dave Rowe
That this report be accepted for information and filed.
CARRIED
- 4.6 Planning Coordinator's Report**
Moved By: Councillor Karen Siermachesky
That this report be accepted for information and filed.
CARRIED
- 5 New Business**
- 5.1 Recommendation - City Controller - Council Procedures Bylaw**
Moved By: Councillor Roger Korte
That this report be accepted for information and filed.
CARRIED
- 5.2 Recommendation - Director of Protective Services - Parks Bylaw Review**
Moved By: Mayor Rob Muench
That the proposed Parks and Open Spaces Bylaw be brought to City Council to replace the current Parks Hours Bylaw (Bylaw No. 11/97).
CARRIED
- 5.3 Recommendation - Director of Cultural Services - Collections Policies – Humboldt & District Museum & Gallery**
Moved By: Councillor Dave Rowe
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.
CARRIED
- 5.4 Recommendation - Director of Leisure Service - Official Donation Receipting - Glenn Hall Park**
Moved By: Councillor Dave Rowe

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

CARRIED

5.5 Recommendation - Director of Public Works - Humboldt Aerodrome Ownership & Operations Request for Proposal – Draft Review

Moved By: Councillor Roger Korte

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

CARRIED

5.6 Recommendation - City Manager - FCM Membership and SUMA Travel

Moved By: Councillor Marilyn Scott

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.

CARRIED

5.6.1 Motion to amend

Moved By: Mayor Rob Muench

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

CARRIED

5.7 Recommendation - City Manager - 2025 Strategic Planning Initiative

Moved By: Councillor Dave Rowe

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

CARRIED

6 Enquiries

Councillor Korte enquired with the Director of Public Works forwarding concerns from some residents on the snow ridges that are left at driveways and if the City can do something to clean those up. The Director responded that the crew does use a snow gate but in substantial snow events some snow may spill over the gate and leave rows, the current policy states those would be the responsibility of the property owner and if any changes were to come it would require a change to the policy.

Councillor Siermachesky enquired with the Director of Public Works on his meeting with the Director of Public Works for the City of Melfort in regard to snow and ice removal. The Director responded that he had a great chat with the Melfort Director and it was a learning opportunity to find out the differences in the two Cities' snow removal practices.

Mayor Muench enquired with the Director of Public Works that at the conclusion of the snowfall season, it may be appropriate to review the snow and ice clearing policy.

Councillor McInnis enquired about the Service Canada passport clinic and the City of Humboldt's exclusion to include an additional day within the City. The City Manager responded he was unaware of the situation but mentioned that the City could send a letter to the federal government if Council sees it necessary.

7 Committee of the Whole

Moved By: Councillor Roger Korte

That we sit in a private session as Committee of the Whole, the time being 8:36 p.m.

CARRIED

7.1 Authority

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

7.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, City Controller Jace Porten, Director of Cultural Services Jennifer Fitzpatrick, Director of Leisure Services Mike Ulriksen, Director of Protective Services Mike Kwasnica, Director of Public Works Peter Bergquist, Finance Manager Conner Piller, Communications Coordinator Angie Rolheiser.

7.3 City Controller - Humboldt Golf Club Financial Support

7.4 Director of Cultural Services - Museum Repatriation Report

7.5 City Manager - Verbal Update

7.6 Revert

Moved By: Councillor Marilyn Scott

That Council revert to the Regular Meeting, the time being 9:59 pm.

CARRIED

7.7 Recommendation - City Controller - Humboldt Golf Club Financial Support

Moved By: Councillor Dave Rowe

That the City of Humboldt provide the Humboldt Golf Club with \$100,000 to cover their 2024 cash-flow deficit to facilitate the re-opening of the golf course in 2025, and further,

That the City of Humboldt representatives on the Golf Course Governance Committee be authorized to work with the Humboldt Golf Club to develop a governance structure for the golf course operations that will ensure that the City of Humboldt has appropriate operational oversight that includes a restriction on the Humboldt Golf Club's ability to enter new leases or loans without City Council approval.

CARRIED

7.8 Recommendation - Director of Cultural Services - Museum Repatriation

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

7.9 Recommendation - City Manager - Verbal Update

Moved By: Councillor Roger Korte

That this report be accepted for information and filed.

CARRIED

8 Next Meeting

It was noted that the next Executive Committee Meeting will be held February 10th at 5:30 p.m.

9

Adjourn

Moved By: Councillor Roger Korte

That we do now adjourn, the time being 10:01 p.m.

CARRIED



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on December 12, 2024, commencing at 9:00 am at the Museum



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Susan Bellamy
Aaron Lukan
Ivan Buehler
Kevin Garinger
Larry Jorgenson – City Council
Karen Siermachesky – City Council Rep
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** There were no regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:05 AM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Garinger / Siermachesky:
That the agenda of December 12, 2024, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Congratulations to board members Karen Siermachesky and Larry Jorgenson on their success in the election for City Council. The board expressed their thanks to Larry for his contribution to the organization during his term as Council representative.
- DEPARTURE:** The Director left the meeting at 9:07 am.
- COMMITTEE OF THE WHOLE:** Buehler / Bellamy:
That we sit in a private session as Committee of the Whole, the time being 9:08 am.
Motion Carried
- AUTHORITY:** The committee met under Section 5(3) of Part III of The Local Authority of Freedom of Information and Privacy Act.
- PRESENT IN COMMITTEE OF THE WHOLE:** Present in committee of the whole: Chairperson Carol McLaren, Vice-chairperson Susan Bellamy, Board Members: Kevin Garinger, Ivan Buehler, Aaron Lukan, Councillor Karen Siermachesky, Councillor Larry Jorgenson
- REVERT:** Garinger/ Bellamy:
That we revert back to the regular meeting, the time being 9:25 am.
- DEPARTURE:** Larry Jorgenson departed from the meeting at 9:25 am.
- RETURN:** The Director returned to the meeting at 9:26 am.
- ACKNOWLEDGEMENTS CONTINUED:** The board acknowledged and thanked Jennifer for her 35 years of service.
Lukan / Buehler:
- ADOPT MINUTES:** That the minutes of November 14, 2024, Humboldt & District Museum & Gallery be adopted as presented.
Motion Carried
- BUSINESS ARISING:** The Board discussed the meeting that was held with the new City Council, and steps to be reviewed in early 2025.

Chairperson’s initials

Museum Minutes for December 12, 2024, Page 2

- BOARD / COMMITTEE APPOINTMENTS:** The board discussed the members' terms which expire at the end of January, and the recruitment of new members for the Board and for the committees.
- DIRECTOR'S REPORT:** Jennifer provided an overview of the report and highlighted exhibits and programs. The board discussed upcoming donor recognition plans. Jennifer also provided an overview of the initial consultation of belongings in the collection.
- Buehler / Bellamy:
That the museum moves forward in supporting the return of cultural objects to Indigenous communities and provide information to City Council.
Motion Carried
- The Director's report was received for information.
- FINANCIAL STATEMENT:** The financial statement was received for information.
- BUDGET 2025:** The Board was appreciative of Council's approval of the Department's 2025 budget as presented.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was nothing to report at this time.
- FRIENDS OF THE MUSEUM REPORT:** Karen reported on the success of the Friends Festival Auction, and thanked the donors, volunteers and those who purchased items.
- FOUNDATION REPORT:** The annual Visits with Santa are underway. The funding for projects through the Foundation will be completed this month.
- ORIGINAL HUMBOLDT REPORT:** Jennifer updated the committee on the Treaty 6 art installation.
- SPORTS HALL OF FAME REPORT:** Aaron reported that the MAP grant project was complete.
- PUBLIC ART COMMITTEE REPORT:** Jennifer provided an update on the Manufacturing / Agriculture sculpture project.
- WATER TOWER COMMITTEE REPORT:** Susan reported on the recent committee meeting and some plans for 2025.
- COUNCIL REPORT:** Karen was sorry to see Larry leave the board as City Council rep. She reported on recent conversations about including a land acknowledgement in City Council meetings.
- OTHER BUSINESS:** There was no other business.
- NEXT MEETING:** The next regular meeting for the Board will be January 9, 2025, at 9:00 am at the Gallery.
- ADJOURNMENT:** Lukan / Garinger:
That the meeting adjourn at 10:25 AM.
Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary



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: City Council
DATE: January 27, 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 and the homeland of the Metis.
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 an 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

INTRODUCED and 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 No. 03/2025
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27,2025

RECOMMENDATION

That this report be received and filed as information.

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 being recommended that the City of Humboldt update its Parks Bylaw to enable more meaningful enforcement to occur to deter unwanted behavior within the parks.

CITY OF HUMBOLDT

BYLAW NO. 03/25

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. 03/25 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

Interim City Clerk: Jace Porten

INTRODUCED and 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__.



CITY OF HUMBOLDT REPORT

TITLE: Zoning Map Amendment – 123 Main Street
PREPARED BY: Tanner Zimmerman, Planning Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27, 2025

RECOMMENDATION

That this report be received for information and filed.

BACKGROUND

The City of Humboldt has received an application to rezone 123 Main Street, legally described as Lot 27, Block 58, Plan 102200038 from a C2 – Medium Density Commercial District to an R3 – Core Mixed Use Residential District.

Pursuant to Sections 46, 76, and 207 of *The Planning and Development Act, 2007*, amendments to the Zoning Bylaw must undertake a bylaw amendment process which includes the following:

- a) First reading (January 27th, 2025) to adopt the process and set a date for a public hearing;
- b) Public hearing to hear any public comments; (likely February 24th, 2025)
- c) Second reading to make any necessary amendments; (possibly February 24th, 2025)
- d) Third reading to approve and adopt the Bylaw or amend Bylaw. (possibly February 24th, 2025.)

CURRENT SITUATION

123 Main Street is currently zoned C2 – Medium Density Commercial. The applicant is proposing that the lot be rezoned to R3 – Core Mixed Use Residential District as the current zoning does not allow for single-unit dwelling.

The current use is a single-unit dwelling established prior to Bylaw No. 04/2016 – The Zoning Bylaw. As such, the property is considered non-conforming and may be occupied, renovated – so long as no structural alterations are made, or sold. The property must, however, be developed into a commercial use if any damage occurs where the resulting repair cost is more than 75% of the value of the home.



The applicant has opted to apply for the official rezoning process to establish the property as residential, making the dwelling reparable if any damage occurs.

OPTIONS

1. Receive this report for information.
2. Refer the matter back to administration.

ATTACHMENTS

- A. Appendix "A" - Proposed Zoning Map Amendment

COMMUNICATION AND ENGAGEMENT

The proposed Zoning Amendment will be advertised for at least two consecutive weeks on Digital Humboldt as well as on the City Website and City Hall. Additionally, all property owners within 75m of the property will be sent letters directly to invite them for comments at the scheduled public hearing.

FINANCIAL IMPLICATION

There are no anticipated financial implications.

CONCLUSION


Giving the first reading of the proposed zoning map amendment will authorize City Administration to begin the public notice process required for any zoning map changes. A more robust package will accompany the public hearing should the first reading occur.

CITY OF HUMBOLDT

BYLAW NO. 04/2025

A BYLAW TO AUTHORIZE AMENDMENTS TO BYLAW NO. 04/2016, BEING A BYLAW TO REGULATE DEVELOPMENT IN THE CITY OF HUMBOLDT, TO PROVIDE FOR THE AMENITY OF THE CITY AND THE HEALTH, SAFETY AND GENERAL WELFARE OF THE HABITANTS CITED AS THE ZONING BYLAW

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

1. That the zoning district map referred to in Section 11 of Bylaw No. 04/2016 be amended in the following manner:
 - a) By rezoning Lot 27, Block 48, Plan 102200038 from C2 – Medium Density Commercial District to R3 – Core Mixed Residential District as shown on attached drawing marked as  in Appendix “A” which forms part of this Bylaw.
2. This Bylaw shall come into full force and take effect immediately upon the final passing thereof.

Mayor – Rob Muench



Interim City Clerk – Jace Porten

INTRODUCED and 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__.

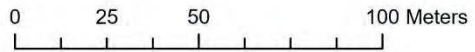
Appendix A - Proposed Zoning Map Amendment



Legend

-  Property to be rezoned
- Zoning**
- Zoning, Special
-  C1

-  C2
-  CS
-  R3
-  R5





CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to City Positions
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27, 2025

RECOMMENDATION

That the following appointments be made to City Positions pursuant to provincial requirements be made for 2025;

- I. Police Chief – Joe Day
- II. Community Safety Officer Supervisor – Mike Kwasnica
- III. Business Licensing Inspector and Community Safety Officer – Justin Tarrant
- IV. Building inspector and Bylaw Enforcement Officer – Mike Kwasnica
- V. Building Inspector and Bylaw Enforcement Officer – Darrel Wickenhauser
- VI. Building Inspectors from Municode; Clayton Meier, Ryan Thiessen, Travis Elkin, Shenah Cartier, Clint Vargo, Matthew Stepp, Kelsey Rebryna
- VII. Fire Department
 - 1) Captains – Jason Staniec and Craig Stomp
 - 2) Lieutenants – Matt Schidlowsky and Tim Kiefer
 - 3) Secretary/Treasurer – Krista Prunkl
 - 4) Safety Officer – Jordin Dalsin
- VIII. EMO Coordinator – Mike Kwasnica
- IX. Development Officer – City Manager, Joe Day, and Planning Coordinator, Tanner Zimmerman
- X. Board of Revision: Western Municipal Consulting, with the following to serve as members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Tim Lafreniere, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro and Rick Leigh, with Kara Lindal to serve as Secretary to the Board of Revision.
- XI. Development Appeals Board: Sandra Pauli, Frank Carpentieri and David Mueller with remuneration of \$250 per full day & \$125 for ½ day for the Chairman and \$200 per full day & \$100 for ½ day for members

- XII. Pest Control Officers – Darren Whitbread and Murray Knackstedt
- XIII. External Auditor – MNP
- XIV. City Solicitor – Weber & Gasper Law Office
- XV. City Clerk alternate – Donna Simpson

BACKGROUND

Pursuant to provincial regulations and City policies, Council is to make the appointments to various City positions annually. The appointments are for a one-year term and will be renewed on an annual basis or when there is a necessary change to an appointment.

CURRENT SITUATION

The City was notified in late 2024 that Nor-Sask Board Services, who was the City's appointed Board of Revision, were unable to continue providing the service to the City of Humboldt. The City Assessor reached out to board of revisions across the province with limited responses, and only Wester Municipal Consulting expressing they had capacity to the City of Humboldt on as a client.

OPTIONS

1. Approve the recommendation.
2. Amend appointments to City positions.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Administration will contact Western Municipal Consulting with the Council appointment and finalize an agreement appointing them as the City's Board of Revision for 2025.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action. Using the services of external appointees does come with varying financial implications.

CONCLUSION

Council must annually approve the appointment of the various City positions that require a resolution pursuant to provincial requirements and city policies.



CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to Boards and Committees
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27, 2025

RECOMMENDATION

That the following appointments be made to the Boards and Committees established under the authority of the City of Humboldt:

- I. Humboldt & District Museum & Gallery Board (2-yr term expires Jan 31, 2027)
 - a. Ivan Buehler
 - b. Andrew Breker
 - c. Kevin Garinger
 - d. Aaron Lukan

- II. Reid-Thompson Public Library Board (1-yr term expires Jan 31, 2026)
 - a. Susan Bradley
 - b. Rhéanne Bédard Schilling
 - c. Laura Peters
 - d. 4 vacancies

- III. Humboldt Downtown Business Improvement District Board (2-yr term expires Jan 31, 2027)
 - a. Andrew Breker
 - b. 1 vacancy

- IV. Humboldt Public Art Committee (2-yr term expires Jan 31, 2027)
 - a. Ivan Buehler
 - b. Tyler Dies
 - c. Darlene Ford
 - d. Jesse Green
 - e. Zygmunt Kondzielewski
 - f. Wayne Schidlowsky



- V. Golf Course Governance Committee (1-yr term expires Jan 31, 2026)
 - a. Aaron Baker
 - b. Dean Hergott
 - c. Kirk Plemel
 - d. Dave Hill

- VI. Humboldt Broncos Memorials Committee (2-yr term expires Jan 31, 2027)
 - a. Bernadine Boulet
 - b. Carol Brons
 - c. Kurt Leicht
 - d. Ed Tobin
 - e. Joanne Koski
 - f. Nancy Jefferson
 - g. 1 Bronco Board Member vacancy

BACKGROUND

At the January Council meeting appointments to various City boards and committees are renewed. Any board member with an expiring term had been reached out to enquire if they were wanting to continue the board for another term. A call for volunteers for available board and committee positions was posted on the City of Humboldt’s website with advertising done locally to provide the opportunity for all community members to become involved in the City’s boards and committees.

CURRENT SITUATION

The Museum and Gallery Board has two appointees with terms expiring in 2026. The Humboldt Downtown Business Improvement district has three appointees with terms expiring in 2026. The Broncos Memorials Committee has one appointee with their term expiring in 2026.

The City also has a vacancy on the Wapiti Regional Library Board that will be posted.

OPTIONS

- 1. Approve the recommendation.
- 2. Amend appointments to the boards and committees.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT



If the recommendation is adopted by City Council for the board and committee appointments, a letter of notification will be sent to each of the Board/Committee Members. Administration will notify each board and committee of the name and contact information of each appointed representative.

The City will continue the call for volunteers for the vacant board/committee positions with the post on the City of Humboldt website.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The City of Humboldt has authority over several boards and committees which require a resolution for the approval of its appointees. In January, the City Clerk provides a listing of the members which would like to be re-appointed or others requesting a new appointment.

CITY OF HUMBOLDT REPORT

TITLE: Municipal Revenue Sharing Grant – Declaration of Eligibility

PREPARED BY: Jace Porten, City Controller

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: City Council

DATE: January 27, 2025

RECOMMENDATION

The Council of the City of Humboldt confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2023 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2023 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed their Public Disclosure Statements, as required; and

That we authorize the Interim City Clerk to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

BACKGROUND

The Ministry of Government Relations (GR) was directed to complete a review of the Municipal Revenue Sharing Grant program in 2018 -2019. One of the main objectives of the Municipal Revenue Sharing Grant review was to provide recommendations on how Municipal Revenue Sharing Grants can be used to encourage effective local governance. To support this objective, GR has implemented annual eligibility requirements for municipalities to receive their unconditional Municipal Revenue Sharing Grants.

Municipalities will report their compliance with the eligibility requirements to the ministry by submitting the Declaration of Eligibility annually. The Declaration of Eligibility is an online form which will be generated by the ministry on an annual basis; which requires a resolution by council confirming the eligibility criteria has been met. Municipalities who do not submit their

Declaration of Eligibility to the ministry by the deadline of January 31st of each year, may see their Municipal Revenue Sharing grant withheld.

CURRENT SITUATION

The City of Humboldt does meet all six of the eligibility requirements as requested by Government Relations. The Ministry has requested that Council adopt the resolution as shown above. The City Controller will complete the online Declaration of Eligibility to the ministry by the deadline of January 31, 2025.

The Audited Financial Statements were submitted to GR by MNP after Council adoption, Administration has completed the Municipal Waterworks overview and submitted the information to GR. Both were prior to the September 1st deadline. The City reports and remits Education Property Taxes monthly to the Ministry of Finance and the Greater Saskatoon Catholic School Division. Council has adopted both a Procedure Bylaw and Employee Code of Conduct. All members of Council have filed their Public Disclosure Statements.

COMMUNICATION AND ENGAGEMENT

The online Declaration of Eligibility will be submitted to the Ministry of Government Relation by January 31, 2025.

FINANCIAL IMPLICATION

If the City were to have not met the eligibility requirements in 2024 the Ministry of Government Relations can withhold the 2025 Municipal Revenue Sharing Grant.

CONCLUSION

The Ministry of Government Relations has deemed it necessary to have all municipalities complete a Declaration of Eligibility on a yearly basis to encourage effective local governance. Council can expect to be reviewing this matter annually.



CITY OF HUMBOLDT REPORT

TITLE: Response to HGC Request for Funding
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27, 2025

RECOMMENDATION

That the City of Humboldt provide the Humboldt Golf Club with a \$100,000 grant with the following conditions;

1. That the Humboldt Golf Club be restricted from taking on any new debt or lease obligations without prior City Council approval,
2. The HGC provide no less than two positions on the Board for City of Humboldt representatives.

BACKGROUND

In November 1991, the Humboldt Golf Club (HGC) and the City of Humboldt established a 99-year lease agreement for the land which is the Humboldt golf course. This agreement has effectively transferred the financial responsibility for the golf course's maintenance and operations to the HGC. The City of Humboldt had not been required to contribute any financial resources towards the upkeep of the golf course for many years since this agreement was put in place.

In 2021, the HGC approached the City of Humboldt seeking assistance securing funds to build an Event Centre. This expansion required the City to guarantee the mortgage required for the expansion, and the City also provided a \$150,000 short-term loan, repayable over five years.

Late in 2022, the HGC faced significant financial challenges. When the HGC originally approached the City for assistance, its Administrations opinion they were seeking to refinance their existing clubhouse mortgage but were denied by the lender unless the City guaranteed the loan.

The City of Humboldt subsequently established the Humboldt Golf Course Governance Committee to identify these issues and ensure the golf course's continued operation. The Governance Committee, comprising of three City Council representatives and four HGC board members, as well as administration representatives from both, conducted extensive meetings to investigate the root causes of the HGC's financial difficulties.

City Administration determined that the HGC has experienced chronic financial struggles for several years. This has led to a heavy reliance on leasing and frequent mortgage refinancing. Notably, despite the clubhouse being over 20 years old, the HGC's outstanding mortgage debt remains substantial due to repeated refinancing to address cash flow deficiencies.

To ensure the golf course's continued operation, the City has provided the following financial support: \$40,000 in 2022, \$90,000 in 2023, and \$100,000 in 2024. Additionally, allowing the HGC to delay re-payment on their short-term Event Centre loan.

At the latest HGC Governance Committee meeting, City representatives requested the HGC develop a multi-year plan demonstrating a path towards financial sustainability without ongoing municipal support.

In early September 2024, the HGC submitted a request for an additional \$497,000 that was projected to continue operations of the golf course through 2027. Following a meeting of City representatives on the HGC Governance Committee, the City Controller and Director of Leisure Services met with HGC representatives in mid-September to explore potential cost-saving measures and reduce the reliance on municipal funding.

The HGC provided a cash flow projection estimating a deficit of \$223,520 from September 17th to April 30th, 2025. This projection did not consider membership pre-sales.

Given the upcoming municipal election, the Council representatives on the Governance Committee deemed it appropriate to defer a decision on the HGC's funding request to the newly elected Council.

To ensure continued operations during the winter months, the HGC initiated a 2025 membership pre-sale campaign, generating approximately \$110,000. While this is expected to sustain operations into February, the HGC will still require financial assistance to prepare for the 2025 season.

While optimistic projections have seemed to indicate the HGC could potentially be self-sufficient by year end 2027, the HGC would likely require an additional \$100,000 annually of municipal support the next two years.

The HGC is in default on the short-term loan issued for their Event Centre.

CURRENT SITUATION

At the latest Golf Course Governance Committee meeting, the conditions presented within the recommendation above were presented to the HGC, with both the HGC and City representatives receptive of the funding with conditions to ensure that the City of Humboldt continues to have an operational golf course.

The impediment of the HGC to take on new debt obligations is to ensure there is an end to the reliance on refinancing and allow the golf course operations to one day hopefully become self sustainable. The inclusion of City representatives on the HGC board will provide Council with the ability to have oversight into the operations and decision-making processes of the HGC board.

Further, the parties agreed that the 2025 budget will be brought to the Governance Committee for discussion prior to going to the HGC Board for approval, and that some type of public open house be arranged so that the public at large is able to get a better understanding of the golf course situation and can provide input into possible funding solutions.

OPTIONS

- **Approve the recommendation.**
- **Approve the recommendation** with alternative conditions.
- **Decline the recommendation** and discontinue municipal funding for the Humboldt Golf Club.

COMMUNICATION AND ENGAGEMENT

The Golf Course Governance Committee discussed the need for an open house to ensure that the public can be engaged on the financial challenges facing the golf course operations.

ATTACHMENTS

- None.

FINANCIAL IMPLICATION

The City of Humboldt would incur \$100,000 in 2025 of unbudgeted grant expenses.

CONCLUSION

The City of Humboldt values the golf course and is working with the Governance Committee to overcome its financial difficulties and secure its sustainability for the future.



CITY OF HUMBOLDT REPORT

TITLE: Official Donation Receipt Projects for 2025
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27, 2025

RECOMMENDATION

That the Broncos Tribute Campaign, Bill Brecht Playground, Humboldt Golf Course, Original Humboldt, Public Art, and the Water Tower be accepted as eligible projects to receive Official Donation Receipts from the City of Humboldt for donations made in 2025.

BACKGROUND

As per the City of Humboldt's Official Donation Receipt Policy #1101, any project that is wanting to issue Official Donation Receipts for Income Tax Purposes are required to be approved by City Council. The list of eligible projects is brought to the attention of Council on an annual basis to ensure Council supports the issuance of Official Receipts for donations to those respective projects.

CURRENT SITUATION

Administration issued 9 Official Donation Receipts for donations that were deemed eligible to the following projects. There were further donations,

- Broncos Tribute Campaign (3)
- Bill Brecht Playground (2)
- Humboldt Golf Course (2)
- Original Humboldt (0)
- Public Art (0)
- Water Tower (2)

Administration anticipates there may be donations made to the six eligible projects in 2025. Conversations with the Bill Brecht committee indicated that they may not see a need for any further donations, but by approving the project as eligible, should the need for further donations arise, they will already be eligible for the issuance of Official Donation Receipts.

OPTIONS



- Approve the recommendation as presented.
- Amend the recommendation to add or remove projects.
- Reject the recommendation.

FINANCIAL IMPLICATION

There are no financial implications of accepting this recommendation.

CONCLUSION

That the six projects that were previously deemed eligible by City Council be approved to receive Official Donation Receipts in 2025.



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: City Council
DATE: January 27, 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: Aquatic Centre Flooring Sole Source Contract
PREPARED BY: Michael Ulriksen, Director of Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee – In Camera
DATE: September 9, 2024

RECOMMENDATION

That a sole-source contract for the pool flooring replacement project be awarded to Rubber Stone Paving Group at an estimated cost of \$132,288, including contingency (20%) and PST.

BACKGROUND

In 2019, a polyaspartic (resin-based) flooring system was installed on the deck of the City's Aquatic Centre. The flooring did not deliver the long-term benefits that were expected and it was determined that a new flooring system was warranted. As such, Administration spent much of 2024 researching various options and ultimately determined that a rubber-based pour in place solution met the needs of the facility. The solution is slip-resistant, shock absorbent, chemical resistant, durable, is maintenance friendly and can be contoured to fit the drainage needs of our facility. The product has a track record in pool settings and is highly recommended by peers in the province.

Within the 2025 budget, Council approved funding for the Aquatic Centre Flooring Replacement project.

CURRENT SITUATION

Throughout the course of our review in 2024, Administration reached out to several proponents of both rubber-based and other product solutions. Through this process, we connected with a local supplier of rubber-based paving products, Rubber Stone Paving Group. Having completed other residential projects in our community and other recreational projects within the province, they became a tremendous source of information. Representatives of the company visited our facilities and discussed our facility's unique history and layout to ensure that their product was a suitable solution.

Upon approval of the 2025 budget, Administration determined that there was room in the 2024 operational budget to complete install the flooring product in a test location – the women's changeroom. We once again reached out to Rubber Stone Paving Group, who was able to

confirm, purchase stock and mobilize the team for installation within a three week period. The trial location has resulted in positive feedback from user groups and helped staff to review the new flooring and determine any tweaks that are needed if applied to the entire pool deck and remaining changerooms.

While we were evaluating the pool surface, Rubber Stone Paving Group reached out to the City to receive feedback on the initial installation and to provide a proposal on moving ahead with the remainder of the flooring. They proposed that if the City was able to proceed with the project within the next few months, that they would be able to provide us with a reduced rate, as it would fall within their slow months. After further discussion we determined that the end of March/beginning of April provided a window of opportunity within our schedule.

The recommendation within this report would require the pool to be closed for a four to five day period, three of which would be used for preparing the flooring and installation and two days for the product to cure. We had originally planned for the installation to occur during the annual shutdown, however this option will not only save us money on the project, but also provide us with more flexibility and opportunity to tackle other minor projects during the August shutdown.

OPTIONS

- That a sole-source contract for the pool flooring replacement project be awarded to Rubber Stone Paving Group at an estimated cost of \$132,288, including contingency (20%) and PST.
- That Administration proceed with a standard RFP process, extending the timeframe for project completion and higher anticipated cost.
- That Administration further review alternative flooring options prior to awarding a contract.
- Provide alternative direction to Administration.

ATTACHMENTS NA

FINANCIAL IMPLICATION

The 2025 budget approved a \$155,000 expenditure on the flooring replacement as described during the budget process. The City did spend approximately \$10,000 in 2024 from the operations budget to complete the test area. Rubber Stone Paving Group has extended a rate reduction if the project can be completed during their slow season (the next few months). This rate reduction, combined with a recalculation of the remaining square footage to be completed, has resulted in an estimated quote of \$132,288, including contingency (20%) and PST.

CONCLUSION

Administration would normally recommend a full RFP process for a project of this size. However, due to the specific product being utilized and Administration's vetting of the product and supplier recommended in this report, we are confident that this decision best serves the City's interests.

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: City Council
DATE: January 27, 2025

RECOMMENDATION

That the Humboldt & District Museum & Gallery (HDMG) policies, namely the:

- Collections Management Policy,
- Accession Policy,
- Deaccession Policy,
- Conservation and Care Policy,
- Loans Policy,
- Dissolution Policy, and the
- updated and combined Research and Oral History Policy,

be approved as presented.

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 revisions include removing procedural processes unless required, as procedures are written out in the collections management manual and provide 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 were 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

The policies are attached with the revised version followed by the previous policy for your reference, for 52260 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.



Humboldt & District Museum & Gallery



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.

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.**
6. Collecting items for the museum is the active concern of the **HDMG**. 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

10-27-2014
Date



ACCESSION 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. 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.
 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.**
 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.
- 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 transfixed 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
Carol Oleksyn - Chairperson

10-27-2014
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:

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

2. The Director may recommend to the **Collections Management Committee**, 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.

4. **Any profits made from the sale of de-accessioned items must be used for the benefit of the Collection.**

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.



Humboldt & District Museum & Gallery



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



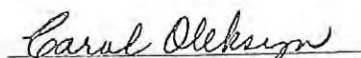
Humboldt & District Museum & Gallery



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

10-27-2014
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 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 jeopardy, otherwise it is conducted by professionally trained conservators or under the



Humboldt & District Museum & Gallery



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

10-27-2014
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

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**
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** 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.**
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.**
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

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



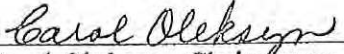
Humboldt & District Museum & Gallery



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

10-27-2014
Date



RESEARCH & ORAL HISTORY POLICY

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**, 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**.

c) Applied research in **HDMG** activities - may include, **but is not limited to**, education strategies, collections management, visitor survey, **and public research requests**.

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.

4. The public will have access to this research which can be seen through exhibits, programming, **research requests**, 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**, 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. Visiting researchers should be permitted physical access to artifacts at the discretion of the 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

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**.

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

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**.

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 or old Oral History Policy)**

Carol McLaren- Chairperson

Date



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.

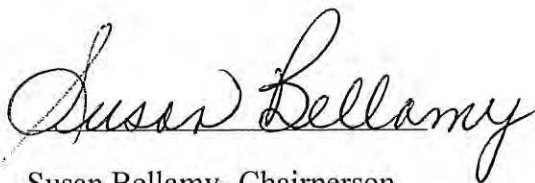
- no smoking, eating or drinking near artifacts or in display areas
- no artifacts will be removed from the building for research purposes, except at the discretion of the Director
- pen will not be used for note-taking, only pencil is permitted
- researchers will be supervised at all times and their 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.

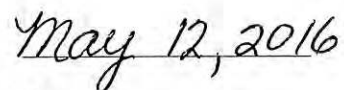
8. The museum will maintain records of all its research activities.

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



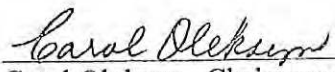
Humboldt & District Museum & Gallery



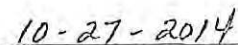
ORAL HISTORY POLICY

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



Humboldt & District Museum & Gallery



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:

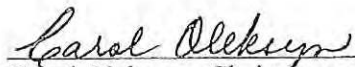
Pursuant to section 3(1)(b.2) of *The Heritage Property Act*, the Humboldt and District Museum and Gallery has been named the official repository and transferred possession of the Crown-owned archaeological objects:

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

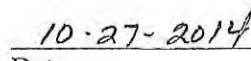
Humboldt Telegraph Station (FbNh-1): artifacts #380 - #1117 (inclusive)

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: FCM Grant Application – Climate Risks and Hazards Assessments
PREPARED BY: Connor Piller, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 27, 2025

RECOMMENDATION

That the City of Humboldt apply for the grant ‘Local Leadership for Climate Adaptation Initiative’ from the Federation of Canadian Municipalities (FCM) to fund a Climate Risks and Hazards Assessment.

BACKGROUND

In 2022, the City of Humboldt commissioned a report with a focus on stormwater and the associated risks to the City. City staff are looking to have this report updated to encompass a broader range of climate hazards and risks to comply with current and future FCM grant requirements. Upon completion of this assessment, the City will become eligible for further funding from FCM through the Adaptation in Action grant which could provide 70% funding for a project valued up to \$1,000,000.

CURRENT SITUATION

Administration has completed and submitted the information application requirements and now requires a resolution from Council as the final step.

OPTIONS

- Endorse the application with a resolution from Council.
- Direct Administration to discontinue efforts regarding this grant.

FINANCIAL IMPLICATIONS

The proposed budget for the completion of the assessment is \$70,000; of which FCM will fund 80%, or \$56,000, leaving \$14,000 to be covered by the City. The City’s costs can include in-kind costs such as the staffing time to process the application and the public competition for the contract, as well as the fees of the contract itself.



CONCLUSION

The City requires a Council resolution to complete the requirements for the Local Leadership for Climate Adaptation Initiative grant application from FCM. If successful, the City of Humboldt will receive up to \$56,000 to be used to offset the cost of a study valued at \$70,000.