



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

- PRESENT: Mayor Rob Muench
Councillor Larry Jorgenson
Councillor Roger Korte
Councillor Sarah McInnis
Councillor Dave Rowe
Councillor Marilyn Scott
Councillor Karen Siermachesky
City Manager Joe Day
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
Planning Coordinator Tanner Zimmerman
Communications Coordinator Angie Rolheiser

1 Call To Order

Deputy Mayor Jorgenson called the meeting to order at 5:34 p.m.

Resolution:
2025.014

2 Adopt Agenda
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Marilyn Scott

That the agenda be adopted as amended to include a personnel update and development update to the Committee of the Whole section.

CARRIED

2.1 Conflict of Interest

3 Public Acknowledgement

Councillor Siermachesky acknowledged the Humboldt Legion for the assembly and distribution of Christmas baskets to veterans. Councillor Siermachesky gave recognition to the management of Humboldt A&W and their initiatives to support those who would be alone during the holidays. The team at A&W also provides food and beverages for those who are in need and the costs are covered by donations made by people in the community. During frigid weather, the managers will also open the doors for those who need a warm place to stay. Councillor Siermachesky extended thanks to the sponsors of the Munro and Patrick show that took place in January at the Humboldt and District Gallery which included the Humboldt Area

Arts Council, Friends of the Museum, Good Neighbour Store and HSA.

Councillor Siermachesky also congratulated the recipients of the Community Initiatives Fund which supports initiatives that promote community development and enhance quality of life for residents. The recipients were: The Humboldt Community Soup Kitchen, Prairie Sky Trails Collective, St. Dominic School Breakfast Program, and the Wapiti Regional Library for Chair Fitness for Seniors.

Councillor Siermachesky acknowledged two youth residents for their successes in the 2024 Get a Bigger Wagon Young Entrepreneur Awards at the Edwards School of Business. The recipients were Tristan Forrester of Prairie Sky Meadows of Farm Fresh Poultry and Judith King of King Creations.

Councillor Rowe congratulated Brad Lefebvre who recently sold his share of Schuler-Lefebvre Funeral and Cremation Services.

	4	Approve Minutes
Resolution: 2025.015	4.1	Minutes of the 2025 Budget Meeting held December 2nd, 2024 Moved By: Councillor Roger Korte Seconded By: Councillor Sarah McInnis That the Minutes of the 2025 budget Meeting held December 2nd, 2024 be approved as recorded and circulated. CARRIED
Resolution: 2025.016	4.2	Minutes of the Special Meeting of Council held December 9th, 2024 Moved By: Councillor Dave Rowe Seconded By: Councillor Sarah McInnis That the Minutes of the Special Meeting of Council held December 9th, 2024 be approved as recorded and circulated. CARRIED
Resolution: 2025.017	4.3	Minutes of the Special Meeting of Council held January 13th, 2025 Moved By: Councillor Sarah McInnis Seconded By: Councillor Marilyn Scott That the Minutes of the Special Meeting of Council held January 13th, 2025 be approved as recorded and circulated. CARRIED
	5	Delegations
	6	Correspondence
	6.1	"A" Items Requiring Council Resolution
Resolution: 2025.018	6.2	"B" Items Received for Information Only Moved By: Councillor Dave Rowe Seconded By: Councillor Marilyn Scott That the following correspondence be accepted for information: 1. Letter from the School Safety Patrol Program CARRIED

	7	Committee Reports
Resolution: 2025.019	7.1	Minutes of the Executive Committee Meeting held January 13th, 2025 Moved By: Councillor Roger Korte Seconded By: Councillor Sarah McInnis That the Minutes of the Executive Committee Meeting held January 13th, 2025 be accepted for information. CARRIED
Resolution: 2025.020	7.2	Minutes of the Humboldt & District Museum & Gallery Board dated December 12th, 2024 Moved By: Councillor Karen Siermachesky Seconded By: Councillor Dave Rowe That the Minutes of the Humboldt & District Museum & Gallery Board Meeting held December 12th, 2024 be accepted for information. CARRIED
	8	Bylaws
Resolution: 2025.021	8.1	Recommendation - City Controller - Council Procedure Bylaw Moved By: Councillor Dave Rowe Seconded By: Councillor Karen Siermachesky That this report be accepted for information and filed. CARRIED
Resolution: 2025.022	8.1.1	Bylaw No. 02/2025 - The Procedure Bylaw (first reading) Moved By: Councillor Marilyn Scott Seconded By: Councillor Karen Siermachesky Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be introduced and read a first time. CARRIED
Resolution: 2025.023	8.1.2	Bylaw No. 02/2025 - The Procedure Bylaw (second reading) Moved By: Councillor Roger Korte Seconded By: Councillor Karen Siermachesky Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be read a second time. CARRIED
Resolution: 2025.024	8.1.3	Bylaw No. 02/2025 - The Procedure Bylaw (given all three readings) Moved By: Councillor Roger Korte Seconded By: Councillor Marilyn Scott Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be given all three readings at this meeting. CARRIED UNANIMOUSLY

Resolution: 2025.025	8.1.4	Bylaw No. 02/2025 - The Procedure Bylaw (third reading) Moved By: Mayor Rob Muench Seconded By: Councillor Dave Rowe Resolved that Bylaw No. 02/2025, known as the procedure bylaw, be read a third time and now be adopted. CARRIED
Resolution: 2025.026	8.2	Recommendation - Director of Protective Services - Parks and Open Spaces Bylaw Moved By: Councillor Marilyn Scott Seconded By: Councillor Karen Siermachesky That this report be accepted for information and filed. CARRIED
Resolution: 2025.027	8.2.1	Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (first reading) Moved By: Councillor Marilyn Scott Seconded By: Councillor Roger Korte Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be introduced and read a first time. CARRIED
Resolution: 2025.028	8.2.2	Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (second reading) Moved By: Mayor Rob Muench Seconded By: Councillor Sarah McInnis Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be read a second time. CARRIED
Resolution: 2025.029	8.2.3	Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (given all three readings) Moved By: Councillor Sarah McInnis Seconded By: Councillor Karen Siermachesky Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be given all three readings at this meeting. CARRIED
Resolution: 2025.030	8.2.4	Bylaw No. 03/2025 - The Parks and Open Spaces Bylaw (third reading) Moved By: Councillor Roger Korte Seconded By: Councillor Dave Rowe Resolved that Bylaw No. 03/2025, known as the parks and open spaces bylaw, be read a third time and now be adopted. CARRIED
Resolution: 2025.031	8.3	Recommendation - Planning Coordinator - Zoning Map Amendment – 123 Main Street Moved By: Councillor Karen Siermachesky Seconded By: Councillor Dave Rowe That this report be accepted for information and filed. CARRIED

Resolution:

2025.032

8.3.1

Bylaw No. 04/2025 - Amendment to Bylaw No. 04/2016 - The Zoning Bylaw (first reading)
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No. 04/2024, being a bylaw to amend Bylaw No. 04/2016 - The Zoning Bylaw, be introduced and read a first time.

CARRIED

9 **New Business**

Resolution:

2025.033

9.1

Recommendation - City Controller - Council Appointment to City Positions
Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

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 Ovens, 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

CARRIED

Resolution:

2025.034

9.2

Recommendation - City Controller - Council Appointment to Boards and Committees

Moved By: Councillor Karen Siermachesky

Seconded By: Councillor Sarah McInnis

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

CARRIED

Resolution:

2025.035

9.3

Recommendation - City Controller - Municipal Revenue Sharing Eligibility

Moved By: Councillor Dave Rowe

Seconded By: Councillor Sarah McInnis

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.

CARRIED

Resolution: **9.4** **Recommendation - City Controller - Response to HGC Request for Funding**
2025.036

Moved By: Councillor Dave Rowe
Seconded By: Councillor Roger Korte

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.

CARRIED

Resolution: **9.5** **Recommendation - City Controller - Official Donation Receipt Projects for 2025**
2025.037

Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

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.

CARRIED

Resolution: **9.6** **Recommendation - Director of Leisure Services - Official Donation Receipting – Glen Hall Park Lighting**
2025.038

Moved By: Mayor Rob Muench
Seconded By: Councillor Roger Korte

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

Resolution: **9.7** **Recommendation - Director of Leisure Services - Aquatic Centre Flooring Sole Source Contract**
2025.039

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

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.

CARRIED

Resolution: 9.8
2025.040

Recommendation - Director of Cultural Services - Collections Policies – Humboldt & District Museum & Gallery
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

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.

CARRIED

Resolution: 9.9
2025.041

Recommendation - Finance Manager - FCM Grant Application – Climate Risks and Hazards Assessments
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Roger Korte

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.

CARRIED

10 Enquiries

Councillor McInnis enquired with Administration on a Cemetery plot situation. The Director of Leisure Service responded the Cemetery Bylaw could be brought forward for review if Council was wanting any changes made.

Councillor McInnis enquired with the Director of Public Works on cross walk lighting at a St Augustine school. The Director responded that the department would review the matter.

Councillor McInnis enquired with the Director of Public Works on the Burger King and Family Resource entrance in regard to a median on the highway. The Director responded with the anticipated plans for the median at that location.

Councillor McInnis enquired with respect to the Dangerous Goods Route through the City, as residents have identified that dangerous goods are being transported through the City on Highway 5 passing schools and daycares. The Director of Public Works responded that Highway 5 is the heavy truck route and dangerous goods route through the City in addition to 4th Avenue and 5th Avenue via other streets for access.

Councillor McInnis enquired with the Director of Public Works about school bus pickup locations at City parks and any plans for shelter opportunities as there are not designated spots at these locations. The Director responded that a conversation could be had between Public Works, Leisure Services, the school divisions and interested fundraising groups to explore.

Councillor McInnis enquired with the Director of Leisure Services on the second ice surface survey that was conducted. The Director responded the entirety of the results haven't been published but Administration could review if it makes sense to publish the results now or make it apart of the next round of

consultations.

Councillor Scott enquired with the Director of Protective Services on the process of condemning properties that the public had some concerns with. The Director responded that the properties are being monitored, and the process is lengthy but at this point, the properties are not dilapidated.

Councillor Siermachesky enquired with the Director of Leisure Services in regard to benches at Carl Schenn Park, and if there could be more benches added around the perimeter. The Director responded that the department plans on monitoring the park this spring to see if more are required.

Councillor Siermachesky enquired with Administration in regards to the status of the aging equipment in the City's buildings and in the event of major breakdowns if funding was available for those events. The Controller responded that the City does contribute to a building enhancement and refurbishment fund annually. The City Manager added the City does budget for an allowance in the Facility Maintenance division to ensure the City can hopefully stay on top of those situations.

Councillor Siermachesky enquired if the City was exploring hosting an Inservice to personalize land acknowledgements. The City Manager responded that Administration will look into opportunities.

Mayor Muench enquired with the Director of Leisure Services in regard to the air handling unit at the aquatic centre and its ongoing issues. The Director responded the unit itself has been running good but there have been some ongoing issues with components and that the department is working with a plumbing and heating company to be provided with some insight on maintenance to ensure problems can be handled efficiently.

Mayor Muench enquired with the Director of Leisure Services on the cleanliness of the Arena following some online discussions. The Director responded that the facility is showing its age and staff are taking care of the ongoing cleanups but there are some deep cleans that are likely needed to the facility and the changes to the upcoming season could help address these concerns.

Mayor Muench enquired with the Director of Leisure Services on the North Parking Lot at the Uniplex and the current layouts causing some congestion issues at the Uniplex. The Director responded that any permanent parking installations would impede the City's ability to use that parking lot as an open space, but the department will reexamine if there are opportunities to address the concerns.

Resolution: 11
2025.042

Committee of the Whole
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Marilyn Scott

That we sit in a private session as Committee of the Whole, the time being 7:11 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 Committee of the Whole

Mayor Rob Muench (via Zoom), Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manaher Joe Day, City Controller Jace Porten, Director of Public Works Peter Bergquist, Director of Protective Services, Planning Coordinator Tanner Zimmerman.

11.3 Verbal Update - Development

11.4 Verbal Update - Personnel Matters

Resolution:
2025.043

11.5 Revert

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

That Council revert to the Regular Meeting, the time being 7:27 pm.

CARRIED

Resolution:
2025.044

12

Adjourn

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

That we do now adjourn, the time being 7:27 p.m.

CARRIED