



City of Humboldt
October 14, 2025 - Executive Committee Meeting - 05:30 PM

- 1 **Call To Order**
- 2 **Land Acknowledgement**
- 3 **Adopt Agenda**
 - 3.1 Conflict of Interest
- 4 **Delegations**
- 5 **Correspondence**
 - 5.1 Items Received Seeking Direction
 - 📎 Northeast Housing Cooperative Letter
 - 📎 Humboldt & District SPCA Letter
- 6 **Reports From Administration**
 - 6.1 Director of Protective Services' Reports
 - 📎 Report - Director of Protective Services
 - 6.2 City Controller's Report
 - 📎 Report - City Controller
 - 6.3 Director of Cultural Services' Report
 - 📎 Report - Director of Cultural Services
 - 6.4 Marketing and Development Manager's Report
 - 📎 Report - Marketing and Development Manager
 - 6.5 Director of Leisure Services' Report
 - 📎 Report - Director of Leisure Services
 - 6.6 Director of Public Works' Report
 - 📎 Report - Director of Public Works
 - 6.7 Communications Coordinator's Report
 - 📎 Report - Communications Coordinator
 - 6.8 Leisure Service Project Summary Report
 - 📎 Report - Leisure Service Project Summary
 - 6.9 Public Works Project Summary Report
 - 📎 Report - Public Works Project Summary
- 7 **New Business**
 - 7.1 Recommendation - Director of Leisure Services - Leisure Access Policy 10490
 - 📎 Report - Leisure Access Policy 10490

- 7.2 Recommendation - Director of Leisure Services - SPRA Grant Partnership Request – Prairie Sky Trails Association
 - 📎 Report - SPRA Grant Partnership Request – Prairie Sky Trails Association
- 7.3 Recommendation - Director of Cultural Services - Water Tower Provincial Designation
 - 📎 Report - Water Tower Provincial Designation
- 7.4 Recommendation - Director of Public Works - Wastewater Hauling Request
 - 📎 Report - Wastewater Hauling Request
- 7.5 Recommendation - Finance Manager - Community Safety Vehicle Replacement
 - 📎 Report - Community Safety Vehicle Replacement
- 7.6 Recommendation - Finance Manager - Village of Muenster – Bylaw Tender
 - 📎 Report - Village of Muenster – Bylaw Tender
- 7.7 Recommendation - Communications Coordinator - Humboldt Holiday Trail
 - 📎 Report - Humboldt Holiday Trail
- 8 **Enquiries**
- 9 **Committee of the Whole**
- 10 **Next Meeting**
- 11 **Adjourn**

Northeast Housing Cooperative

October 1, 2025

City of Humboldt
715 Main Street, Box 640
Humboldt, SK Canada S0K 2A0
Attention: Mayor and Council

Dear Mayor and Council,

Re: Request for Municipal Support and Concessions - Northeast Housing Cooperative Development Proposal

On behalf of the Northeast Housing Cooperative, I am writing to formally request the City of Humboldt's support and partnership in advancing a new residential development project that we believe will provide long-term benefits to the community. We are currently in the process of applying for government-backed financing, which is contingent on the project's financial viability and municipal collaboration.

To strengthen our application and ensure project feasibility, we respectfully ask the City to consider the following concessions and supports:

1. Reduction of Municipal Levies:

We request a reduction or deferral of the standard development levies associated with this project. These charges represent a significant upfront cost and easing them would help improve the project's financial structure and cash flow in its early stages.

2. Extension of Tax Incentives:

Currently, the City offers a three-year tax abatement for new residential developments. We request an extension of this incentive to a ten-year term effective upon completion of construction, which would align with CMHC criteria to acknowledge a tax abatement over a 10 year period and significantly enhance the long-term sustainability of the project.

3. Road Infrastructure Support:

We are seeking the City's assistance with the construction of interior roads within the development, with the goal of these being designated as municipal roads or laneways under City jurisdiction. This would not only reduce our capital expenditure but also ensure long-term maintenance and accessibility are managed in line with City standards.

4. Waiver or Deferral of Servicing Costs:

Where feasible, we ask the City to consider waiving or deferring costs associated with water, sewer, and utility servicing connections to reduce early-stage financial pressure on the project.

Ryan Olson
Chairperson
C. 306.921.3581
ryan@tillagetools.ca

Northeast Housing Cooperative
P.O. Box 3276
Melfort, SK S0E1A0
nehcoop2024@gmail.com

Terry Tremblay
Secretary-Treasurers
C. 306.921.6558
terry.trembley@prairienorth.crs

5. Expedited Permitting and Approval Process:

Time is a critical factor in securing provincial and federal funding. We request consideration for an expedited approval process for zoning, permits, and servicing agreements to keep the project timeline competitive.

6. Provision or Discounting of Municipal Land:

We would also ask the City to consider contributing municipally owned land or offering land at a significantly reduced rate for this development with environmental and geotechnical reports provided for the property. We have identified two municipally owned locations and have prepared separate options to purchase on both those sites. We request the City to hold the designated land until the start of construction and financing and funding is secured. We request that payment for the land purchase occur upon receipt of the final completion mortgage as the units are ready for occupancy. Access to affordable land is a critical component in the success of cooperative housing and could be a transformative gesture of municipal leadership in addressing housing affordability.

7. Partnership in Community Promotion:

A City-endorsed partnership would provide credibility to our project and could be leveraged in marketing and grant applications. We would be pleased to recognize the City as a supporter of affordable and cooperative housing in the region.

8. Guarantor

We have discussed with City administration the role of development partners to advance housing development in other locations being pursued by the cooperative; the discussions included the potential support of the City in that developer partner role. We request that the City of Humboldt consider taking the role of guarantor for project planning, construction, and establishment phases. NEHC would ensure that additional measures to work in conjunction with the Guarantor would be part of the process and that the guarantor role would be phased out as soon as feasible to do so.

Our aim is to provide accessible, sustainable housing solutions that meet the needs of Humboldt's growing population while aligning with the City's long-term strategic planning objectives. We believe these requests are fair, aligned with practices in similar-sized communities across Canada, and will ultimately serve to benefit the broader Humboldt community.

We would welcome the opportunity to present this proposal in more detail and collaborate on finding creative, mutually beneficial solutions. Thank you for your consideration and continued leadership in supporting housing initiatives in Humboldt.

Warm regards,



Ryan Olson

Chairperson

Northeast Housing Cooperative



Box 3942
Humboldt, SK S0K 2A0
306.682.5550
hdspca@sasktel.net
www.humboldtsPCA.com
Charitable Registration # 846908218RC0001

Dear Mayor Muench and City Council

I am writing this letter today to appeal to the city to help us obtain water for our Humboldt & District SPCA Inc. location. You may or may not know that our water sample came back not fit for consumption by people or small animals high in fecal coliforms, magnesium and iron. After looking at several options and most not wanting to touch our water with the high iron contentment. We have been hauling water. As a long-term option this is not the answer.

As water is a much need commodity in day to day living of animals and humans, we are appealing to the City to help us with this issue. As there is a curb stop just south of us at the Humboldt Lagoon site, we are asking for you to grant approval to the SPCA to attach to that water connection. It is the closet to us and will be the most cost-effective avenue to access our water needs.

If you can give us a go ahead for this as well as assist us with the cost as funds are always tight, even a 50/50 split on expenses to bring the water to our building would be a great help. If we can make this decision soon, before ground freezes as getting this completed before the winter prices come into effect would be a great help all around.

Thank you for considering our request and I hope to hear your answer soon.

Erika Berting

on behalf of Humboldt & District SPCA Inc. Board.

CITY OF HUMBOLDT REPORT

TITLE: Director of Protective Services Report
PREPARED BY: Mike Kwasnica, Director of Protective Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the protective services for the month of August 2025.

CURRENT SITUATION

Notable information and updates:

1. Fire Department -

- In City Area: 5 responses
 - 3 – Residential Fire alarm response.
 - 1 – Rcmp Assist
 - 1 – 2 vehicle MVC (Motor Vehicle Collision)
- Weekend Standbys: 0
- Fire Department Practice: 2
 - Medical Scenarios
 - Responding to pressure vessel fires
- HDFPA Area: 3 responses
 - 1 – Baler Fire
 - 1 – Drone search for missing person
 - 1 – Structure Fire - greenhouse

- There was one inspection completed in September.

2. Emergency Measures Operations

- We had a meeting in Watson to discuss the completion of the online tools for the use of responding to an EMO event within our communities. Training will take place soon.
- We have hired Bruce for one day a week to look after Emo, but priorities within the CSO department has shown that this may have to be reassigned. We are looking at the winter months to update our emergency plan and start the

process of training staff and Council.

3. Occupational Health and Safety

- Safety Orientation for 2 CoH Employees
- 1 Contractor Orientation-Brxton- Museum Roofing
- Worksite Inspection Food Services/Incident Review
- OHS Committee Meeting- Sept 24
- Site Visits/Audits/Discussions
- Safety Orientations for Employees and Contractors
- Safe Work Procedure Revision/Development
- Worksite Inspections/Site Visits

OPTIONS

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

ATTACHMENTS

CSO Report for September.

RCMP Report for September.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

FINANCIAL IMPLICATION

N/A

CONCLUSION

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



CITY OF HUMBOLDT REPORT

TITLE: CSO Report for September 2025
PREPARED BY: Justin Tarrant, Community Safety Officer
REVIEWED BY: Mike Kwasnica, Director of Protective Services
PREPARED FOR: Executive Committee
DATE: October 8, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report reflects the activities of the CSO's for the month of September 2025.

CURRENT SITUATION

With the start of school at the beginning of September the CSO's focused on education for drivers in the school zones. Numerous warnings and a couple tickets were given to remind motorists to slow down during school hours. The CSO's also continued with back alleys and yards. There were 41 calls for service in the community, these come in through phone, email, in person or through City Reporter, these are in addition to the proactive calls the CSO's attended.

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

CSO Tarrant had 3 car seat installs this month.

CSO Tarrant and Ehalt had one ride along with Councillor Scott, the rest are being planned for October.

Two court days were attended in the month of September.

The CSO's addressed the following violations/concerns:

Traffic/Parking Bylaw:

During the month of September there were 16 traffic concerns addressed. Parking in no parking specifically in school zones during pick up and drop off were the focus this month.

Traffic Safety Act:

During the month of September there were approximately 32 traffic stops completed, resulting in 7 summary offence tickets. And 4 bylaw tickets.

Tickets for September are as follows:

- 5 – 241.1(2) – Cellphone
- 1 – 199(1)(B) – Speeding
- 1 – 38(1) – Fail to comply with license restriction or endorsement

Property Maintenance:

As noted, September continued to see a focus placed on our nuisance and abatement bylaw as well as our property maintenance bylaw. We continue to do proactive patrols of alley ways and yards, stopping to talk with homeowners when we can and leaving door knockers when we can't. There were 27 door knockers placed and 14 conversations with homeowners. No orders were written.

Animal Control:

September had 4 concerns for animal control

- One was for loose dogs
- One was a cat trap request
- Two were for loose cats, hoping we can catch them

RCMP Assists:

Two assists to the RCMP this month. One file we were able to solve and complete regarding dumping of garbage at a business here in town. And a second solved regarding trespassing. The CSO's are in talks with the RCMP to begin investigations into thefts from businesses. It is increasing in the number of occurrences and we are hoping to assist in bringing these numbers down.

OPTIONS

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

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

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



FINANCIAL IMPLICATION

N/A

CONCLUSION

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

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

October 2, 2025

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

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

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

Reported incidents are down this month (118) as compared to last month (123), and up from September 2024 (167). Traffic charges are up this month (24) compared to last month (8) and down from September 2024 (67).

There were (6) reported False Alarms this month. This is same as last month (6), and same as September 2024 (6).

Criminal Record Checks are completed on a walk-in basis on Tuesday, Wednesday and Thursday of every week. No appointments are needed. The total number of record checks completed this month was 169.

Through consultation, priorities were established for our Detachment Action Plan: Enhancing and Supporting Policing Efforts include prolific offender monitoring and drug initiatives. Building Relationships and Trust include police visibility and police/community relations. We also have plans in place to ensure that our members are properly trained to provide a better service.

I would like to update you with the progress of our Detachment Action Plan for the 2025/26 year to date (April 1 – September 30). There were 103 curfew checks, 12 school visits, 20 meetings with elected officials/partner agencies, 2 visibility patrols (check stops), 16 community engagement events.

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

Yours truly,



S/Sgt Rod Rudnisky
Detachment Commander - Humboldt RCMP

HUMBOLDT CITY DETACHMENT

FALSE ALARM REPORT

MONTH OF SEPTEMBER 2025

	DATE	HOURS	LOCATION	OVERTIME	ATTENDED
1	2025-09-09	09:38	122 9 Street	N	N
2	2025-09-09	14:43	1314 4 Street	N	Y
3	2025-09-15	14:23	122 9 Street	N	Y
4	2025-09-20	04:09	2304 Quill Centre – Sobeys	Y	N
5	2025-09-20	16:44	218 5 Street	N	Y
6	2025-09-24	06:33	122 9 Street	N	Y



HUMBOLDT CITY DETACHMENT

POLICING STATISTICS

MONTH OF SEPTEMBER 2025

HUMBOLDT MUNICIPAL 2024	HUMBOLDT MUNICIPAL 2025	OFFENCE CATEGORY
6	5	MVA's (Fatal/injury/Property Damage)
67	24	Traffic Offences (Charges Laid)
20	20	Traffic Offences (No Charges Laid)
0	0	Traffic Offences (Criminal Code)
1	0	Impaired Operation of Motor Vehicle
1	0	Dangerous Driving (Criminal Code)
23	17	Provincial Statues
1	4	Municipal Bylaws
17	12	Other Criminal Code/Federal
0	0	Offensive Weapons
0	0	Drug Trafficking
0	0	Drug Possession
1	2	Sexual Offences
3	4	Robbery/Extortion/Harassments/Threats
2	1	Assaults
8	4	Theft Under \$5,000/Possess Stolen Prop.
3	1	Theft Over \$5,000/Theft of motor vehicle
11	7	Mischief
3	1	Frauds
3	0	Break, Enter and Theft
6	6	False Alarms
8	10	Other (Susp vehicle, animal calls, missing person, wellbeing check)
167	118	Total Calls



CITY OF HUMBOLDT REPORT

TITLE: City Controller's Report
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

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

CURRENT SITUATION

Corporate Services

The department has recently welcomed back our Director/City Clerk Lori Yaworski. Lori is working back to full time duties and will take on the department head duties of Corporate Services as well as the City Clerk duties. Also in October, we will welcome back our HR Coordinator Morgan Duffley from maternity leave.

The implementation of the new transit-booking on-demand streaming platform was completed in September, and the contractor of the mobility van has begun using the platform when rides are scheduled. As the driver gets more experience with the software, we will begin to roll out the rider app to a few of the regular riders to begin scheduling rides, allowing Administration to receive some feedback on before launching live to the public.

The City Controller and Finance Manager attended a meeting in Martensville with the Saskatchewan Finance Officers Association last month. The group, which hasn't met since COVID, is made up of Finance Officers around the province and great for networking and working together on similar challenges.

The Canadian Association of Government Financial Officers also held their annual virtual conference last week, amongst panelist discussing the importable of long term financial planning, the conference also gives us insight into upcoming changes in the Public Sector



Accounting Standards.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

- Finance Manager's Report

FINANCIAL IMPLICATION

There are no direct financial implications for this report.

CONCLUSION

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



CITY OF HUMBOLDT REPORT

TITLE: Finance Manager’s Report - Budget to Actual
PREPARED BY: Connor Piller, Finance Manager
REVIEWED BY: Jace Porten, City Controller
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

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

CURRENT SITUATION

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

Variances greater than \$25,000 are listed below:

Cost Centre	Variance	Explanation
Taxation & Grants – Property Taxes	(28,747)	This outage is due to the City levying approximately \$51,000 more than what was budgeted. This difference can be attributed to the fact that this year was a revaluation year which introduces a larger amount of uncertainty regarding property assessment.
Taxation & Grants – Grants	(485,712)	The primary driver of this variance is due to the receipt of significantly more than anticipated revenue from the ICIP grant relating to the Wastewater Treatment Facility. This is mostly an issue of timing and will likely revert towards budget throughout the rest of the year.
General Government – Information Technology	(60,808)	Due to a lack of IT systems maintenance being required so far this year as well as a budgeted-for-position being currently unfilled, this cost centre is in a favourable position. This variance has remained stable thus far and will likely persist throughout the remainder of the year.

Planning & Development - Planning & Development	(57,481)	Within this department is the position of Planning Coordinator which was vacated earlier in the year and provides for the favourable variance within this cost centre. It is likely that this variance will remain until year end.
Leisure Services – General Recreation Administration	94,460	This cost centre’s unfavourable position is due to an unbudgeted grant from the City of Humboldt to the Humboldt Golf Course of \$100,000. This cost centre will likely remain in this state for the rest of the year.
Leisure Services – Aquatic Centre	168,218	The unfavourable outage of this cost centre is due to the purchase and installation of two heat exchangers earlier in the year. In addition to the heat exchangers is a 50% deposit on a new pool pump.
Leisure Services – Concession	(32,295)	The concession has been experiencing a greater deal of public engagement than anticipated leading to increased sales revenues as well as a significant increase in catering. It is likely that this variance will remain present throughout the remainder of the year.
Cultural Services – Museum Building	(25,975)	The cause for this variance is due to a budget allocation error with respect to staff vacation being budgeted within this cost centre but being recorded in the Admin cost centre. This error has been noted and remedied for the 2026 Budget.
Transportation – Transportation Administration	(43,147)	The favourable variance within this cost centre is primarily due to the Public Works Manager position remaining vacant. This variance will likely continue through to the end of the year.
Transportation – Emulsion Roads	85,437	This outage is due to a budget allocation process that is new to the City this year. There are a handful of cost centres who’s spending is highly dependant on the conditions of that summer or following winter and can therefore vary greatly from their budgeted amount. It is for this reason that the City opted to allot the majority of each of these cost centres budgets to one cost centre, street systems, and allow the director to divvy that budget out as he saw necessary. That being said, there was DL10 special applied along portions of 1st, 3rd, 4th and 12th Avenue at various locations.

Utilities – Utility Administration	(46,049)	The favourable position of this cost centre is the result of greater than expected revenues from water and sewer base charges and sales as well as staffing costs being less than anticipated. There is no indication that this trend will cease by the end of the year.
Utilities – Water Main Maintenance	65,404	Due to a water main break at the intersections of Highways 5 and 20, this cost centre is currently in an unfavourable position which will likely return to within tolerances throughout the year.
Utilities – Sewer Mains	35,099	In March, City Hall experienced a sewer back up resulting in the need for professional services to inspect, jet, and vacuum out the sewer main over multiple days. There was also the need for professional services to inspect other potential sewer main breaks elsewhere in the City. Between these expenses as well as regular operations this cost centre is in an unfavourable position which will likely persist into the latter half of the year.
Utilities – Lagoon	(326,037)	In 2024, the City was facing significant uncertainty regarding the cash flow requirements for the new Wastewater Treatment Facility (WWTF). As a result, administration anticipated the need for more and larger draws from the WWTF loan than the \$5,000,000 currently drawn. This has significantly reduced the amount of interest paid thus far in the year which has resulted in the current variance.
Land Development – Land Development	42,838	Due to less than anticipated land sales throughout the year, this cost centre is in an unfavourable variance. The City is actively taking steps with the lot draw process to facilitate the sale of land which will likely flip this variance to a favourable one later this year.

COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

- Budget to Actual for the nine months ending September 30, 2025.
- September 2025 Payment Listing.
- September 2025 BMO Statement.



FINANCIAL IMPLICATION

There are no direct financial implications from this report.

CONCLUSION

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



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Tax and Grants In Lieu of Tax					
Property Taxes	(\$8,954,117)	(\$8,925,370)	(\$28,747)	(\$8,927,220)	(\$8,475,737)
Grants	-13,313,387	-12,827,675	-485,712	-17,170,710	-10,869,910
TOTAL TAXES AND GIL	-22,267,504	-21,753,045	-514,459	-26,097,930	-19,345,647
Administration					
General Administration	477,657	478,985	-1,328	645,230	278,190
Information Technology	86,762	147,570	-60,808	190,640	92,373
City Manager's Office	178,183	175,800	2,383	225,520	169,041
Elected Officials	146,523	146,795	-272	188,300	130,372
Other General Administration	26,188	29,450	-3,262	34,330	28,464
TOTAL ADMINISTRATION	915,313	978,600	-63,287	1,284,020	698,440
Communications					
Corporate Communications	100,423	92,020	8,403	126,790	171,073
TOTAL COMMUNICATION AND DEV	100,423	92,020	8,403	126,790	171,073
Fire and Building Inspections					
Fire Protection Administration	368,100	376,860	-8,760	584,340	331,646
Fire Fleet and Equipment	-79,747	-82,850	3,103	-117,040	-61,495
Fire Hall Building	21,331	19,750	1,581	26,720	20,538
Building Inspection Services	13,505	3,730	9,775	6,410	21,093
TOTAL FIRE AND BLDG INSP	323,189	317,490	5,698	500,430	311,782
Bylaw and Policing					
Bylaw Enforcement	113,907	95,960	17,947	127,000	91,751
Animal Licensing & Control	-7,938	-7,570	-368	-7,950	-6,482
Business Licensing	-76,450	-84,990	8,540	-85,000	-76,800
RCMP Policing	325,471	337,100	-11,629	893,110	145,249
Other Protective Services	15,416	33,655	-18,239	44,490	15,470
Health and Safety	64,668	65,140	-472	88,670	62,834
TOTAL BYLAW AND POLICING	435,074	439,295	-4,222	1,060,320	232,022
Planning and Development					
Economic Development	52,326	77,290	-24,964	136,000	12,600
Planning and Development	90,979	148,460	-57,481	227,170	118,341
TOTAL PLANNING & DEVELOPMENT	143,305	225,750	-82,445	363,170	130,941
Leisure Services					
General Recreation Administration	442,010	347,550	94,460	1,123,240	347,192
Lottery Grant	-54,297	-54,300	3	0	-48,797
Leisure Pass Program	-54,919	-53,080	-1,839	-75,700	-57,103
LED Sign	-13,102	-8,000	-5,102	-8,000	37
Facilities Maintenance	212,450	236,770	-24,320	339,220	228,620
Arena	366,173	367,680	-1,507	457,690	293,885
Fitness Centre	3,691	12,470	-8,779	18,670	3,232
Community Centre	121,002	109,220	11,782	152,880	148,707
Curling Rink	15,882	24,030	-8,148	55,150	30,322
Aquatic Centre	392,818	224,600	168,218	336,160	282,512
Concessions	-11,045	21,250	-32,295	0	18,212
Parks and Playgrounds	353,577	359,810	-6,233	446,660	316,209
Spray Park	11,180	21,780	-10,600	21,790	16,244
Community Gardens	2,209	770	1,439	770	1,361
Weed and Insect Control	1,743	17,550	-15,807	17,500	904
Urban Beautification	6,366	4,000	2,366	8,000	5,216
Urban Forest	22,450	37,970	-15,520	38,650	26,019
Trail System	3,696	10,870	-7,174	12,380	6,693
Historical Campground	3,969	11,390	-7,421	12,190	2,285



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Recreation Special Events	70,519	95,495	-24,976	158,580	81,989
Summer Sizzler	14,477	0	14,477	0	2,759
Joint Use Administration	-4,631	-15,310	10,679	-9,000	-1,333
Leisure Services Fleet	-107,860	-88,720	-19,140	-104,460	-105,355
TOTAL LEISURE SERVICES	1,798,358	1,683,795	114,562	3,002,370	1,599,810
Library					
Library Services	180,671	186,825	-6,154	205,300	168,143
TOTAL LIBRARY	180,671	186,825	-6,154	205,300	168,143
Cultural Services					
Museum Services	102,191	78,040	24,151	105,170	270,474
Museum Building	112,095	138,070	-25,975	187,900	35,215
Merchants Bank - Gallery Building	125,531	122,700	2,831	165,200	39,112
Original Humboldt	13,117	7,260	5,857	8,930	-2,638
Humboldt Public Art	26,212	29,490	-3,278	33,000	-1,016
Water Tower	-2,608	5,460	-8,068	7,620	-886
TOTAL CULTURAL SERVICES	376,538	381,020	-4,483	507,820	340,261
Public Health					
Waste Mangement	6,643	26,380	-19,737	50,000	25,661
Cemetery Administration	-27,173	-17,770	-9,403	-24,940	-33,034
Mobility Van	50,740	55,320	-4,580	74,500	36,204
Transit Fleet	-21,361	-14,220	-7,141	-18,900	-4,156
Other Public Health	0	0	0	9,500	0
TOTAL PUBLIC HEALTH	8,849	49,710	-40,860	90,160	24,675
Transportation					
Transportation Admin	311,743	354,890	-43,147	1,882,540	266,093
Street Lighting	98,483	95,740	2,743	154,420	112,661
Street Systems	476,303	456,310	19,993	589,060	179,374
Street Sweeping	73,577	76,850	-3,273	79,580	52,120
Storm Water Infrastructure	130,660	139,670	-9,010	236,140	149,524
Street and Curb Painting	40,030	20,000	20,030	20,000	10,728
Public Works Shop	78,601	93,090	-14,489	123,950	96,064
Snow and Ice Control	213,902	224,710	-10,808	462,770	193,181
EmulsionTreated Roads Mtee	103,047	17,610	85,437	17,630	3,547
Gravel Road Mtee	71,993	84,720	-12,727	88,740	71,275
Back Lane Mtee	13,970	25,700	-11,730	27,540	14,463
Dust Control	44,021	29,350	14,671	29,400	39,079
Transportation Equipment	-233,239	-224,810	-8,429	-281,080	-250,983
Traffic Signals	32,822	35,970	-3,148	47,840	22,660
Traffic Signs	7,666	20,170	-12,504	26,440	15,254
Sidewalk Mtee	65,568	60,460	5,108	79,180	30,711
Ditch Mowing	38,583	41,250	-2,667	41,270	39,446
Winter Sidewalks	7,100	9,950	-2,850	16,660	6,427
Airport	12,981	13,880	-899	4,690	15,043
Christmas Decorations	4,314	5,520	-1,206	18,930	3,965
TOTAL TRANSPORTATION	1,592,125	1,581,030	11,093	3,665,700	1,070,632
Utilities					
Utility Administration	-2,041,769	-1,995,720	-46,049	-1,829,440	-1,713,107
Water Main Mtee	280,504	215,100	65,404	303,020	268,066
Water Distribution Facility	138,906	141,270	-2,364	199,370	120,519
Water Meter Reading & Billing	129,130	121,850	7,280	218,540	415,513
Sewer Mains	179,889	144,790	35,099	195,770	175,426
Lagoon	288,683	614,720	-326,037	966,890	224,249
Lift Stations	109,734	109,730	4	173,410	101,959
TOTAL UTILITIES	-914,923	-648,260	-266,665	227,560	-407,375



	ACTUAL	YTD BUD	VARIANCE	ANNUAL	PRIOR YEAR
Land Development					
Land Development	-173,512	-216,350	42,838	-291,800	-741,300
TOTAL LAND DEVELOPMENT	-173,512	-216,350	42,838	-291,800	-741,300
SUM OF OPERATIONS	-17,482,094	-16,682,120	-799,980	-15,356,090	-15,746,543
Capital					
Protective Services Capital	97,277	0	97,277	0	0
Leisure Services Capital	269,782	580,000	-310,218	580,000	578,366
Public Health Capital	261,090	265,450	-4,360	265,450	187,979
Transportation Capital	1,213,278	1,515,660	-302,382	1,515,660	1,396,872
Utilities Capital	11,083,492	1,509,340	9,574,152	1,509,340	9,665,426
TOTAL CAPITAL EXPENDITURES	12,924,919	3,870,450	9,054,467	3,870,450	11,828,643

Septemeber 2025 Payment Listing

Date	Payment Number	Vendor Name	Amount Paid
2025-09-02	45089	Ainsworth Inc	\$5,011.43
2025-09-02	45090	Berschminisky, Clint	\$58.50
2025-09-02	45092	Con-Tech General Contractors L	\$1,787,150.28
2025-09-02	45093	Cummins Sales & Service	\$1,633.84
2025-09-02	45094	Hinz, Shawn	\$50.63
2025-09-02	45095	Living Tree Environmental	\$3,045.00
2025-09-02	45096	Chris McLeod	\$44.13
2025-09-02	45097	Olynick Water & Sewer Ltd.	\$424.57
2025-09-02	45098	Saskatchewan Liquor and Gaming	\$525.00
2025-09-02	45099	Spider Heavy Duty Repair	\$399.60
2025-09-02	45100	Sylvite Four-Six Regional Deve	\$75.00
2025-09-02	45101	RUEP ANN	\$354.67
2025-09-02	45102	BOMBARDA BENJIE	\$91.99
2025-09-02	45103	TYMRYK TRAVIS	\$154.31
2025-09-02	45104	BACKROAD BUILDERS INC.	\$71.09
2025-09-02	45105	NORDICK ROGER & SHEILA	\$146.14
2025-09-02	45106	RUEL ERIN	\$97.45
2025-09-02	CHAMBERS 0925	Chambers of Commerce Group Ins	\$24,351.06
2025-09-02	EFT06018	ATS Traffic Saskatchewan	\$3,168.89
2025-09-02	EFT06019	Brockman Enterprises Ltd.	\$514,820.93
2025-09-02	EFT06020	Canadian Linen & Uniform Servi	\$55.50
2025-09-02	EFT06021	Cleartech Industries Inc.	\$15,929.06
2025-09-02	EFT06022	Fastrack Logistics	\$50.40
2025-09-02	EFT06023	Flocor	\$1,082.24
2025-09-02	EFT06024	Grain Bags Canada	\$353.51
2025-09-02	EFT06025	HBI Office Plus Inc.	\$30.49
2025-09-02	EFT06026	Hergott Electric Ltd.	\$1,734.06
2025-09-02	EFT06027	Humboldt Home Hardware	\$12,901.26
2025-09-02	EFT06028	Humboldt Lumber Mart	\$3,630.72
2025-09-02	EFT06029	Canadian Tire 638 Humboldt	\$2,117.40
2025-09-02	EFT06030	Millsap Fuel Distributors Ltd.	\$74.20
2025-09-02	EFT06031	Nelson Granite Limited	\$616.35
2025-09-02	EFT06032	Pattison Agriculture	\$120.13
2025-09-02	EFT06033	Pinter & Associates	\$4,867.80
2025-09-02	EFT06034	Pleasureway Sales	\$1,062.37
2025-09-02	EFT06035	Pratts Wholesale Ltd.	\$1,676.78
2025-09-02	EFT06036	Purolator Courier Ltd.	\$100.95
2025-09-02	EFT06037	Quality Tire Service, Humboldt	\$71.93
2025-09-02	EFT06038	Quill Creek Farms	\$353.70
2025-09-02	EFT06039	Raymax Equipment Sales	\$2,877.83
2025-09-02	EFT06040	REACT Waste Management	\$31,358.75
2025-09-02	EFT06041	Redhead Equipment	\$708.23
2025-09-02	EFT06042	RM of Humboldt	\$9,617.36
2025-09-02	EFT06043	Saskatchewan Research Council	\$613.47
2025-09-02	EFT06044	Saskatchewan Health Authority	\$69.00

2025-09-02	EFT06045	SENDR	\$150.60
2025-09-02	EFT06046	Stevenson Industrial Refrigera	\$1,407.27
2025-09-02	EFT06047	Strueby Plumbing & Heating	\$336.89
2025-09-02	EFT06048	Success Office Systems	\$194.22
2025-09-02	EFT06049	Sutherland Automotive	\$80.24
2025-09-02	EFT06050	Toshiba Business Solutions	\$11.28
2025-09-02	EFT06051	Vinyl Expressions	\$1,880.13
2025-09-02	EFT06052	Wee-Dig-Its	\$9,880.50
2025-09-02	EFT06053	WestCrete Curb and Landscape	\$11,201.40
2025-09-02	EFT06054	Wheelers Wholesale Ltd.	\$1,706.41
2025-09-02	Pre-Authorized	Moneris	\$302.52
2025-09-02	Pre-Authorized	Elavon	\$1,073.49
2025-09-04	BMO CC 0825	BMO MasterCard	\$17,082.64
2025-09-05	Pre-Authorized	RBC Activity Fee	\$513.72
2025-09-05	45107	Lorena & Leo Taquiqui	\$2,970.00
2025-09-05	45108	Axis Insurance Managers Inc.	\$1,002.75
2025-09-05	45109	Blaise Transit Ltd.	\$106,312.50
2025-09-05	45110	Zaid Bobat	\$400.00
2025-09-05	45111	Patricia L. Clarke	\$150.00
2025-09-05	45112	Dosch Hood & Duct Cleaners	\$688.00
2025-09-05	45113	Bruce Ehalt	\$184.00
2025-09-05	45114	Humboldt Downtown Business Imp	\$26,218.32
2025-09-05	45115	Investor's Group Trust Co. #90	\$200.00
2025-09-05	45116	Konica Minolta Business Soluti	\$117.34
2025-09-05	45117	Taylor Moisan	\$100.00
2025-09-05	45118	Michelle Peletier	\$100.00
2025-09-05	45119	Petty Cash - Leisure Services	\$167.90
2025-09-05	45120	Humboldt Prairie Pure Water	\$552.00
2025-09-05	45121	Receiver General of Canada	\$50,635.70
2025-09-05	45122	Safe Community Humboldt & Area	\$15,000.00
2025-09-05	45123	Marie Saretsky	\$100.00
2025-09-05	45124	Saskatchewan Sheep Development	\$349.47
2025-09-05	45125	SGL	\$222.00
2025-09-05	45126	Sobeys Humboldt	\$397.20
2025-09-05	45127	The Stew	\$35.00
2025-09-05	45128	Dan & Cheryl Torwalt	\$1,322.00
2025-09-05	45129	BARNES MICHEAL & DEBBIE	\$99.96
2025-09-05	45130	MAUDSLEY SHAYE & HOLMSTRUP CHR	\$189.68
2025-09-05	45131	JABOUR REBECCA & BLOOMFEILD SH	\$209.06
2025-09-05	45132	LORAAS BRADEN	\$107.24
2025-09-05	45133	STELZER JOEL & KLASSEN CHELSEA	\$23.68
2025-09-05	45134	LARMAND WENDY	\$177.49
2025-09-05	EFT06055	Alpine Storage	\$150.00
2025-09-05	EFT06056	Canadian Union of Public Emplo	\$3,664.94
2025-09-05	EFT06057	Canadian Linen & Uniform Servi	\$362.24
2025-09-05	EFT06058	Coca-Cola Canada Bottling Limi	\$924.78
2025-09-05	EFT06059	Complete Distribution Services	\$1,412.20

2025-09-05	EFT06060	Direct Drive Taxi	\$9,061.00
2025-09-05	EFT06061	Graphic Ad	\$91.01
2025-09-05	EFT06062	Grain Bags Canada	\$177.56
2025-09-05	EFT06063	HBI Office Plus Inc.	\$312.13
2025-09-05	EFT06064	Hergott Electric Ltd.	\$3,989.63
2025-09-05	EFT06065	Hergott Farm Equipment Ltd.	\$293.31
2025-09-05	EFT06066	Horizon School Division	\$0.01
2025-09-05	EFT06067	Jay's Transporation Group Ltd.	\$457.17
2025-09-05	EFT06068	MLT Aikins LLP	\$2,135.16
2025-09-05	EFT06069	Robert Muench	\$100.00
2025-09-05	EFT06070	Municipal Employees Pension Pl	\$30,077.50
2025-09-05	EFT06071	Office Experts	\$20.37
2025-09-05	EFT06072	Old Dutch Foods Ltd.	\$168.59
2025-09-05	EFT06073	Pattison Agriculture	\$1,577.56
2025-09-05	EFT06074	Quill Creek Farms	\$701.95
2025-09-05	EFT06075	RPC Science & Engineering	\$305.29
2025-09-05	EFT06076	SecurTek	\$123.04
2025-09-05	EFT06077	St. Peter's College	\$1,000.00
2025-09-05	EFT06078	Strueby Plumbing & Heating	\$446.47
2025-09-05	EFT06079	Toshiba Business Solutions	\$324.95
2025-09-05	EFT06080	Van Houtte Coffee Services Inc	\$489.47
2025-09-05	EFT06081	Vinyl Expressions	\$187.36
2025-09-09	EPT 0825	Ministry of Finance	\$153,550.52
2025-09-09	SK IBC 0925	SaskTel	\$4,257.12
2025-09-09	SK WIRE 0825	SaskTel	\$2,374.32
2025-09-09	SK WR 0825	SaskTel	\$273.06
2025-09-10	EFT06082	Greater Saskatoon Catholic Sch	\$169,300.01
2025-09-11	45135	Inspired Vapor Company	\$7,660.62
2025-09-12	45136	101016132 Saskatchewan Ltd.	\$50.00
2025-09-12	45137	Animal Health Clinic of Humbol	\$133.20
2025-09-12	45138	Bolt Cleaners	\$828.75
2025-09-12	45139	Cummins Sales & Service	\$8,996.36
2025-09-12	45140	Fleischhacher, Dylan	\$1,046.21
2025-09-12	45141	Will Putland	\$95.25
2025-09-12	45142	Schenn`s Farm Supply	\$76.59
2025-09-12	45143	Schlachter, Ella	\$591.01
2025-09-12	45144	The Stew	\$114.00
2025-09-12	45145	Calvin & Regan Tameling	\$2,100.00
2025-09-12	EFT06083	1st Choice Graphics	\$1,018.70
2025-09-12	EFT06084	Aidra Angelstad	\$934.99
2025-09-12	EFT06085	Brockman Enterprises Ltd.	\$2,142.00
2025-09-12	EFT06086	Catterall & Wright	\$4,200.00
2025-09-12	EFT06087	City Line Painting	\$13,178.75
2025-09-12	EFT06088	CJVR	\$210.00
2025-09-12	EFT06089	CKJH	\$210.00
2025-09-12	EFT06090	Dzinehaus Computers Inc	\$2,491.95
2025-09-12	EFT06091	Hannabigail Fajardo	\$164.61

2025-09-12	EFT06092	Jennifer Fitzpatrick	\$242.70
2025-09-12	EFT06093	Flocor	\$1,837.52
2025-09-12	EFT06094	Golden West Broadcasting Ltd.	\$1,851.15
2025-09-12	EFT06095	Grain Bags Canada	\$37.30
2025-09-12	EFT06096	Catherine Harrison	\$157.47
2025-09-12	EFT06097	HBI Office Plus Inc.	\$289.18
2025-09-12	EFT06098	Hergott Electric Ltd.	\$804.13
2025-09-12	EFT06099	Hergott Farm Equipment Ltd.	\$99.81
2025-09-12	EFT06100	Hi-Tech Welding, Machining & F	\$323.45
2025-09-12	EFT06101	Horizon Fertilizers Ltd.	\$546.00
2025-09-12	EFT06102	Rebecca Hueser	\$175.13
2025-09-12	EFT06103	Meridian Surveys	\$3,618.30
2025-09-12	EFT06104	NorthEastNow	\$252.00
2025-09-12	EFT06105	Lindsey Nydegger	\$110.87
2025-09-12	EFT06106	Office Experts	\$33.29
2025-09-12	EFT06107	Zaynah Pascual	\$262.89
2025-09-12	EFT06108	Prairie Meats	\$843.20
2025-09-12	EFT06109	Prairie Diesel Inc.	\$169.00
2025-09-12	EFT06110	Pratts Wholesale Ltd.	\$2,885.21
2025-09-12	EFT06111	Quality Tire Service, Humboldt	\$162.62
2025-09-12	EFT06112	Rawlco Radio Ltd.	\$2,362.50
2025-09-12	EFT06113	Saskatchewan Research Council	\$203.18
2025-09-12	EFT06114	SENDR	\$50.52
2025-09-12	EFT06115	Taryn Stock	\$103.73
2025-09-12	EFT06116	Strueby Plumbing & Heating	\$31,248.32
2025-09-12	EFT06117	Success Office Systems	\$388.34
2025-09-12	EFT06118	Sutherland Automotive	\$449.19
2025-09-12	EFT06119	Technical Safety Authority of	\$74.00
2025-09-12	EFT06120	Top Shot Concrete Inc.	\$0.01
2025-09-12	EFT06121	Toshiba Business Solutions	\$414.30
2025-09-12	EFT06122	Van Houtte Coffee Services Inc	\$1,242.63
2025-09-12	EFT06123	Rachel Wormsbecher	\$162.92
2025-09-12	REMIT0000000000000501	Canoe Procurement Group of Can	\$0.00
2025-09-12	SK MOBILE 0825	SaskTel Mobility	\$1,237.17
2025-09-15	Pre-Authorized	RBC WWTF Loan Interest	\$45,828.37
2025-09-18	45146	Con-Tech General Contractors L	\$687,228.81
2025-09-18	45147	Gasper, Victoria	\$696.02
2025-09-18	45148	Imaginit Technologies	\$498.47
2025-09-18	45149	Liphook Coupler Systems	\$522.54
2025-09-18	45150	Miovision Technologies Inc.	\$154.38
2025-09-18	45151	Olynick Water & Sewer Ltd.	\$3,651.90
2025-09-18	45152	Receiver General of Canada	\$59,136.91
2025-09-18	45153	The Royal Canadian Legion SK C	\$285.00
2025-09-18	45154	Schenn`s Farm Supply	\$13.32
2025-09-18	45155	WOLFE RENEE	\$91.83
2025-09-18	45156	TUCHSCHERER MIKE	\$131.21
2025-09-18	EFT06124	Acklands Grainger	\$235.41

2025-09-18	EFT06125	Alpha Automation Ltd.	\$10,944.60
2025-09-18	EFT06126	Brockman Enterprises Ltd.	\$20,054.57
2025-09-18	EFT06127	Canadian National	\$15.75
2025-09-18	EFT06128	Cleartech Industries Inc.	\$15,085.26
2025-09-18	EFT06129	Commercial Industrial Manufact	\$1,348.75
2025-09-18	EFT06130	Discovery Ford Sales Ltd.	\$73.25
2025-09-18	EFT06131	Fastrack Logistics	\$35.70
2025-09-18	EFT06132	Fleischhacher, Dylan	\$517.94
2025-09-18	EFT06133	Flocor	\$383.62
2025-09-18	EFT06134	Grain Bags Canada	\$133.17
2025-09-18	EFT06135	HBI Office Plus Inc.	\$217.68
2025-09-18	EFT06136	Hergott Electric Ltd.	\$1,600.55
2025-09-18	EFT06137	KMK Sales Ltd.	\$31.46
2025-09-18	EFT06138	Municipal Employees Pension Pl	\$29,244.74
2025-09-18	EFT06139	Municode Services Ltd.	\$1,074.50
2025-09-18	EFT06140	Quality Tire Service, Humboldt	\$37.86
2025-09-18	EFT06141	Ricoh Canada Inc.	\$2,196.84
2025-09-18	EFT06142	SaskWater	\$213,043.56
2025-09-18	EFT06143	Saskatchewan Research Council	\$101.59
2025-09-18	EFT06144	SASKATOON MEDIA GROUP	\$2,010.23
2025-09-18	EFT06145	Sea Hawk Specialized Truck Ser	\$205.66
2025-09-18	EFT06146	Strueby Plumbing & Heating	\$1,145.19
2025-09-18	EFT06147	Success Office Systems	\$57.25
2025-09-18	EFT06148	Sutherland Automotive	\$580.29
2025-09-18	EFT06149	Top Shot Concrete Inc.	\$23,865.00
2025-09-18	EFT06150	Universal Sports	\$0.01
2025-09-18	EFT06151	Wheelers Wholesale Ltd.	\$1,862.09
2025-09-19	PST 0825	Minister of Finance	\$815.79
2025-09-23	SK ENERGY 0825	Sask Energy	\$4,279.51
2025-09-24	45157	Discovery Ford Sales Ltd.	\$86,865.27
2025-09-26	45158	Animal Health Clinic of Humbol	\$299.70
2025-09-26	45159	Barnes, Corri	\$225.00
2025-09-26	45160	Con-Tech General Contractors L	\$559,489.50
2025-09-26	45161	Cummins Sales & Service	\$1,675.72
2025-09-26	45162	Harlan Fairbanks	\$431.33
2025-09-26	45163	Humboldt Florist (1998) Ltd.	\$87.64
2025-09-26	45164	Kareen Rose Lagman	\$106.00
2025-09-26	45165	Olynick Water & Sewer Ltd.	\$5,869.12
2025-09-26	45166	RS Welding & Radiator Repair L	\$2,231.10
2025-09-26	45167	Sask Asphalt Maintenance Ltd.	\$132,162.15
2025-09-26	45168	DERMODY GREGORY & MICHELLE	26.38
2025-09-26	45169	WOZNICZKA MEAGAN	24.64
2025-09-26	45170	Westminster United Church	1000
2025-09-26	EFT06152	ABC Fire & Safety Equipment Lt	275.28
2025-09-26	EFT06153	AED Advantage Sales Ltd.	3762.9
2025-09-26	EFT06154	Auto Ethics Enterprises LTD	80.58
2025-09-26	EFT06155	Canadian Linen & Uniform Servi	376.04

2025-09-26	EFT06156	Cleartech Industries Inc.	15864.14
2025-09-26	EFT06157	Coca-Cola Canada Bottling Limi	2198.18
2025-09-26	EFT06158	Discovery Ford Sales Ltd.	73.5
2025-09-26	EFT06159	Eecol Electric Corp	116.55
2025-09-26	EFT06160	Everguard Fire and Safety	580.31
2025-09-26	EFT06161	Fer-Marc Equipment Ltd.	13553.63
2025-09-26	EFT06162	Flocor	457.11
2025-09-26	EFT06163	GFL Environmental Inc.	49466.46
2025-09-26	EFT06164	Graphic Ad	219.78
2025-09-26	EFT06165	Grain Bags Canada	357.44
2025-09-26	EFT06166	Humboldt Home Hardware	4655.56
2025-09-26	EFT06167	Humboldt Lumber Mart	1627.94
2025-09-26	EFT06168	Humboldt & District Community	728.75
2025-09-26	EFT06169	Canadian Tire 638 Humboldt	2071.96
2025-09-26	EFT06170	MLT Aikins LLP	567.77
2025-09-26	EFT06171	MSL Traffic and Instrumentatio	7437
2025-09-26	EFT06172	Office Experts	156.69
2025-09-26	EFT06173	Old Dutch Foods Ltd.	175.14
2025-09-26	EFT06174	Pleasureway Sales	200.24
2025-09-26	EFT06175	Pitnew Bowes of Canada Ltd.	10500
2025-09-26	EFT06176	Prairie Meats	1181.7
2025-09-26	EFT06177	Pratts Wholesale Ltd.	2577.55
2025-09-26	EFT06178	Purolator Courier Ltd.	109.94
2025-09-26	EFT06179	Quality Tire Service, Humboldt	167.87
2025-09-26	EFT06180	R J England Consulting Ltd.	2024.1
2025-09-26	EFT06181	Ruszkowski Enterprises Inc.	555726.86
2025-09-26	EFT06182	Saskatchewan Research Council	101.59
2025-09-26	EFT06183	Saskatchewan Health Authority	138
2025-09-26	EFT06184	SecurTek	392.1
2025-09-26	EFT06185	SENDR	51.94
2025-09-26	EFT06186	S & R Vac	1265.25
2025-09-26	EFT06187	Strueby Plumbing & Heating	363.33
2025-09-26	EFT06188	Success Office Systems	576.71
2025-09-26	EFT06189	Toshiba Business Solutions	28.48
2025-09-26	EFT06190	WFR Wholesale Fire & Rescue Lt	153.31
2025-09-26	EFT06191	Wheelers Wholesale Ltd.	234.63
2025-09-26	EFT06192	Wytrykusz, Chelsea	386.52
2025-09-29	Pre-Authorized	First Data	60.71
2025-09-30	SK POWER 0825	SaskPower	44543.37



Statement

Account Name:	BILLING ACCOUNT 178859	Card Number:	xxxx-xxxx-xxxx-8859
Company Name:	CITY OF HUMBOLDT	Account Limit:	\$ 100,000.00
Employee ID:	772890000021008	Available Credit:	\$ 78,667.79
Statement Date (MM/DD/YYYY):	09/15/2025	Currency:	CANADIAN DOLLAR
Payment Due Date (MM/DD/YYYY):	10/12/2025		

Statement Summary:

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

Previous Balance:	\$ 17,082.64
Payments:	\$ -17,082.64
Adjustments:	\$ 0.00
Net Purchases:	\$ 21,332.21
Cash Advance:	\$ 0.00
Fees:	\$ 0.00
Other Charges:	\$ 0.00
New Account Balance:	\$ 21,332.21

Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-8859 BILLING ACCOUNT 178859					
09/04	09/04 609825843	AUTOMATIC PYMT RECEIVED	\$ -17,082.64	\$ 0.00	\$ -17,082.64

TOTAL CREDITS	xxxx-xxxx-xxxx-8859	\$ -17,082.64
TOTAL DEBITS	xxxx-xxxx-xxxx-8859	\$ 0.00

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
Card Number xxxx-xxxx-xxxx-2545 BERGQUIST, PETER					
08/15	08/18 607054896	TELUS MOBILITY PREAUTH EDMONTON AB	\$ 63.63 065635	\$ 7.00 (e)	\$ 70.63
08/19	08/20 607522009	ATAP INFRASTRUCTURE MA VANCOUVER BC	\$ 2,795.27 027625	\$ 307.48 (e)	\$ 3,102.75
08/20	08/22 608042578	CANADIAN TIRE #638 HUMBOLDT SK	\$ 264.85 059857	\$ 29.13 (e)	\$ 293.98
08/26	08/26 608552741	AMZN MKTP CA HV7OT8D73 866-216-1072 ON	\$ 233.23 099226	\$ 25.66 (e)	\$ 258.89
08/28	09/01 609527127	CANADIAN TIRE #638 HUMBOLDT SK	\$ 26.93 077958	\$ 2.96 (e)	\$ 29.89
08/30	09/01 609527198	APPLE.COM/BILL 866-712-7753 ON	\$ 1.29 063962	\$ 0.14 (e)	\$ 1.43
09/08	09/09 610873305	AMZN MKTP CA 866-216-1072 ON	\$ -12.25	\$ -1.35 (e)	\$ -13.60
09/13	09/15 611851981	TELUS MOBILITY PREAUTH EDMONTON AB	\$ 63.66 093562	\$ 7.00 (e)	\$ 70.66

TOTAL CREDITS xxxx-xxxx-xxxx-2545 **\$ -13.60**
TOTAL DEBITS xxxx-xxxx-xxxx-2545 **\$ 3,828.23**

Card Number xxxx-xxxx-xxxx-0134 DAY, JOE

08/21	08/22	JOHNNYS BISTRO HUMBOLDT SK	\$ 93.20	\$ 10.25 (e)	\$ 103.45
	608042579		073659		

TOTAL CREDITS xxxx-xxxx-xxxx-0134 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-0134 **\$ 103.45**

Card Number xxxx-xxxx-xxxx-9885 DENOMY, VINCE

08/19	08/20	SHERWOOD CO-OP #34 QPE REGINA SK	\$ 103.04	\$ 11.34 (e)	\$ 114.38
	607521932		089410		
08/28	09/01	BOLT MOBILE SASKATOON SK	\$ 60.66	\$ 6.67 (e)	\$ 67.33
	609527124		075966		
09/02	09/04	CANADIAN TIRE #638 HUMBOLDT SK	\$ 120.97	\$ 13.31 (e)	\$ 134.28
	609979147		028289		
09/06	09/08	AMAZON 4F2EV4X93 VANCOUVER BC	\$ 106.43	\$ 0.00	\$ 106.43
	610552786		038735		

TOTAL CREDITS xxxx-xxxx-xxxx-9885 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-9885 **\$ 422.42**

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

08/18	08/19	PRYOR LEARNING MISSION KS	\$ 706.15	\$ 0.00	\$ 706.15
	607369550	US DOLLAR 498.00@1.417971887	030307		
08/19	08/20	STAPLES.CA/44048935126 MISSISSAUGA ON	\$ 122.73	\$ 15.96 (e)	\$ 138.69
	607522008		034975		
08/21	08/22	SEDA INC. SASKATOON SK	\$ 501.35	\$ 55.15 (e)	\$ 556.50
	608042577		027574		
08/22	08/25	LENOVO CANADA MARKHAM ON	\$ 1,039.00	\$ 115.13	\$ 1,154.13
	608353969		009006		
08/25	08/26	KNIGHT ARCHER INSURANC HUMBOLDT SK	\$ 977.24	\$ 107.50 (e)	\$ 1,084.74
	608552740		022479		
08/31	09/01	ADOBE SAN JOSE CA	\$ 29.99	\$ 3.30 (e)	\$ 33.29
	609527126		027431		
09/02	09/02	INDEED IEI25-01290253 DUBLIN	\$ 33.95	\$ 3.73 (e)	\$ 37.68
	609601757		072321		
09/03	09/04	COMMISSIONER FOR OATHS REGINA SK	\$ 90.09	\$ 9.91 (e)	\$ 100.00
	609979149		003019		
09/04	09/05	2PITNEYBOWESCA MISSISSAUGA ON	\$ 298.05	\$ 32.79	\$ 330.84
	610180664		095717		
09/09	09/09	INFORMATION SERVICES C 866-275-4721 SK	\$ 10.81	\$ 1.19 (e)	\$ 12.00
	610873304		070603		
09/09	09/09	INFORMATION SERVICES C 866-275-4721 SK	\$ 10.81	\$ 1.19 (e)	\$ 12.00
	610873303		079079		
09/09	09/09	INFORMATION SERVICES C 866-275-4721 SK	\$ 9.01	\$ 0.99 (e)	\$ 10.00
	610873302		086302		
09/10	09/11	REACH MEDIA NETWORK EDEN PRARIE MN	\$ 2,647.29	\$ 0.00	\$ 2,647.29
	611151826	US DOLLAR 1,866.00@1.418697749	002629		

09/10	09/12 611374438	BEST BUY #955 REGINA SK	\$ 1,020.40 038121	\$ 112.24 (e)	
09/10	09/12 611374361	SGI-MY SGI REGINA SK	\$ 747.10 069025	\$ 82.18 (e)	\$ 829.28
09/10	09/12 611374362	BEST BUY #933 EDMONTON AB	\$ 1,078.70 087112	\$ 53.94 (e)	\$ 1,132.64
09/11	09/12 611374360	ADOBE SAN JOSE CA	\$ 25.99 028820	\$ 2.86 (e)	\$ 28.85
09/11	09/15 611851903	CANADIAN TIRE #638 HUMBOLDT SK	\$ 40.36 076090	\$ 4.44 (e)	\$ 44.80
09/12	09/15 611851904	STAPLES.CA/44445442126 MISSISSAUGA ON	\$ 1,208.92 053808	\$ 157.16 (e)	\$ 1,366.08
09/12	09/15 611851905	AMZN MKTP CA GR26E3RX3 866-216-1072 ON	\$ 140.94 042450	\$ 15.51	\$ 156.45

TOTAL CREDITS xxxx-xxxx-xxxx-5955 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-5955 **\$ 11,514.05**

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

08/25	08/26 608552742	ACTIVE911 INC PHILOMATH OR US DOLLAR 881.60@1.427608892	\$ 1,258.58 092808	\$ 0.00	\$ 1,258.58
09/06	09/08 610552945	DOMINOS PIZZA #39098 HUMBOLDT SK	\$ 244.11 041894	\$ 26.85 (e)	\$ 270.96
09/09	09/10 611005607	SP CANOPS STORE PRINCE ALBERT SK	\$ 341.42 023570	\$ 37.56 (e)	\$ 378.98

TOTAL CREDITS xxxx-xxxx-xxxx-2594 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-2594 **\$ 1,908.52**

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

08/17	08/18 607054894	AMZN MKTP CA 866-216-1072 ON	\$ -17.95	\$ -1.97 (e)	\$ -19.92
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TOTAL CREDITS xxxx-xxxx-xxxx-2077 **\$ -19.92**
TOTAL DEBITS xxxx-xxxx-xxxx-2077 **\$ 0.00**

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

08/13	08/18 607054972	SOBEYS HUMBOLDT #5395 HUMBOLDT SK	\$ 7.19 004727	\$ 0.79 (e)	\$ 7.98
08/16	08/18 607054897	INTUIT MAILCHIMP EDMONTON AB	\$ 36.82 071706	\$ 4.05 (e)	\$ 40.87
08/23	08/25 608353970	YOUR DOLLAR STORE WITH HUMBOLDT SK	\$ 25.60 063223	\$ 2.82 (e)	\$ 28.42
08/23	08/26 608552818	SOBEYS HUMBOLDT #5395 HUMBOLDT SK	\$ 87.00 091964	\$ 9.57 (e)	\$ 96.57
08/26	08/27 608828986	OFFICE EXPERTS OFFICE HUMBOLDT SK	\$ 18.86 009924	\$ 2.08 (e)	\$ 20.94
08/26	08/28 608970028	CANADIAN TIRE #638 HUMBOLDT SK	\$ 34.95 039164	\$ 3.85 (e)	\$ 38.80
09/04	09/05 610180741	CCNC SUMMIT OTTAWA ON	\$ 167.95 096247	\$ 18.48 (e)	\$ 186.43

09/04	09/05 610180740	CREATIVE CITY NETWORK OTTAWA ON	\$ 168.14 025001	\$ 21.86 (e)	
09/05	09/08 610552946	SOBEYS HUMBOLDT #5395 HUMBOLDT SK	\$ 26.86 019129	\$ 2.96 (e)	\$ 29.82

TOTAL CREDITS xxxx-xxxx-xxxx-7730 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-7730 **\$ 639.83**

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

08/16	08/18 607054895	LANDSCAPE MANAGEMENT N MARKHAM ON	\$ 97.00 036406	\$ 10.67 (e)	\$ 107.67
08/19	08/21 607843813	BEST BUY #742 PRINCE ALBERT SK	\$ 223.39 098683	\$ 24.57 (e)	\$ 247.96
08/20	08/21 607843812	SPOTIFY P39B96432A STOCKHOLM	\$ 12.69 020985	\$ 1.40 (e)	\$ 14.09
08/26	08/27 608828985	DOLLARAMA #1197 HUMBOLDT SK	\$ 10.00 076677	\$ 1.10 (e)	\$ 11.10
09/02	09/03 609694028	OPENAI CHATGPT SUBSCR SAN FRANCISCO CA US DOLLAR 21.20@1.416037735	\$ 30.02 013137	\$ 0.00	\$ 30.02
09/03	09/04 609979148	LANDSCAPE MANAGEMENT N MARKHAM ON	\$ 4.18 041684	\$ 0.46 (e)	\$ 4.64
09/06	09/08 610552865	AMAZON BW1HJ33O3 VANCOUVER BC	\$ 46.68 043928	\$ 0.00	\$ 46.68
09/06	09/08 610552788	AMAZON PM2B34893 VANCOUVER BC	\$ 51.33 027914	\$ 0.00	\$ 51.33
09/06	09/08 610552787	AMAZON RI62B2JL3 VANCOUVER BC	\$ 46.68 030592	\$ 0.00	\$ 46.68
09/06	09/08 610552866	AMAZON EZ8L81SY3 VANCOUVER BC	\$ 62.99 089095	\$ 0.00	\$ 62.99
09/06	09/08 610552867	AMAZON SJ9OK7N23 VANCOUVER BC	\$ 53.14 024370	\$ 0.00	\$ 53.14
09/07	09/08 610552868	AMAZON A053X04T3 VANCOUVER BC	\$ 16.82 002868	\$ 0.00	\$ 16.82
09/08	09/09 610873301	EBAY O 27-13531-17179 SAN JOSE CA US DOLLAR 745.57@1.418900975	\$ 1,057.89 013886	\$ 0.00	\$ 1,057.89
09/09	09/10 611005606	SLGA.COM REGINA SK	\$ 472.97 038520	\$ 52.03 (e)	\$ 525.00
09/10	09/11 611151825	AMAZON UM7JN7183 VANCOUVER BC	\$ 15.53 065665	\$ 0.00	\$ 15.53
09/11	09/12 611374359	AMAZON QG3H72483 VANCOUVER BC	\$ 105.44 025607	\$ 0.00	\$ 105.44

TOTAL CREDITS xxxx-xxxx-xxxx-9684 **\$ 0.00**
TOTAL DEBITS xxxx-xxxx-xxxx-9684 **\$ 2,396.98**

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

08/23	08/25 608353893	SILVERWARE SILVERWARE TORONTO ON	\$ 146.81 085480	\$ 19.09 (e)	\$ 165.90
08/24	08/25 608353892	DOLLARAMA #1197 HUMBOLDT SK	\$ 180.05 064854	\$ 19.81 (e)	\$ 199.86
08/29	09/01 609527125	HUMBOLDT CO-OP ASSN. # HUMBOLDT SK	\$ 11.70 019518	\$ 1.29 (e)	\$ 12.99



CUSTOMER SERVICE:

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

BMO

Telephone Inquiries: 1-855-825-9232

Lost/Stolen cards: 1-844-316-3760

Outside Canada and USA call collect: 514-881-3808

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: bmo.com/treasuryandpayment

Diners Club

Telephone Inquiries: 1-800-363-3333

Lost/Stolen cards: 1-866-890-9552

Outside Canada and USA call collect: 1-514-881-3735

TTY (For the Deaf and Hard of Hearing): 1-866-859-2089

Internet: dinersclubnorthamerica.com



PAYMENT INFORMATION:

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

If you are paying by mail:
Remember

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

A fee will be assessed against returned cheques.

® Registered trade-mark of Bank of Montreal.



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



CITY OF HUMBOLDT REPORT

TITLE: Cultural Services Report
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

CURRENT SITUATION

1. Museum

- Exhibits – *Hearts of Freedom – Stories of Southeast Asian Refugees* and the story of Nha and Dan Tran are the feature exhibits on the main floor. An opening reception was held with Curator Dr. Stephanie Stobbe via zoom, and community members to share in the stories of Dan and Nha.
- Programs - The last barbecue and concert was held on September 4. The weather was really cold and the event was moved inside. The funds went to the HCI Independent Travel Club and Lady Friday entertained, sponsored by the Humboldt Area Arts Council.
- Heritage Skills Revival Day – This event was held on September 6 and featured five demonstrators: Carol Oleksyn with a collection of her quilts, Taylor Moisan with cross-stitch, Marie Saretsky with herbal remedies made from local plants, Patricia Clarke with a wool spinning demo and Michelle Peltier with locker rug hooking.
- Culture Days – Thanks to everyone who participated in the Walk for Reconciliation in partnership with Westminster Affirm Team. The learnings from Terrence Littlelent were meaningful and appreciated. Thanks to the Affirm team who making lunch for the participants.
- In partnership with the Humboldt Gateway Settlement Services, we hosted two *Steeped in Culture* events to showcase the culture and tea from various residents. They were well attended and much appreciated by participants, who appreciated the comfortable space to get to know their fellow residents.
- Collections – This month, 37 items were accessioned, 141 items were catalogued and 11 records were entered into the collections database. Volunteers continue to work on cataloguing photographs and digitizing council minutes.
- Maintenance - Asbestos abatement continued with the removal of pipe insulation in another room of the basement and the hallway. This was transported to Saskatoon.
- Roof repairs – The repair project is progressing well – with selective repointing of the most critical temporary sealant on the top floor roof, as well as masonry and metalwork repairs. Overall, the project is progressing well and should be completed in mid October.



2. Gallery

- Exhibits – The 2025 *Members Show and Sale* was installed September 16-19. We are pleased to present 36 artists in the exhibit with 81 pieces of work for sale.
- Reception – The *Meet the Members* reception was held on September 20.
- Friends Festival Auction - Canvassing for donations is underway so please consider making a donation in advance of the deadline of November 1. The Festival will run from November 13 – December 4.

3. Water Tower

- The tower is closed for the season, but we have had three private tours and two rentals in September. Local musicians Lady Friday recorded some songs in the tower, and these recordings are available on Facebook.

4. Original Humboldt

- There were two school tours at the site in September, and the tours have been adjusted to include the new treaties sculpture.
- Staff continue to cut the grass trails once a week. Thanks to volunteer Reynold Fortowsky for maintaining the machines for us.

5. Administration

- Governance – The Board is currently working on the development of a new Permanent Art Collection Policy, and is undertaking their annual self-evaluation.
- Grants – Final reports have been submitted to the Museums Association of Saskatchewan for the Microgrant, as well as for all summer students. The Canada Summer Jobs report was approved and funding of \$2100 released. The Canadian Museums Association increased our allotment of funding to \$18,375, and we are still waiting for the final payment from the National Trust of Canada.
- Volunteers -Thanks to our volunteers who contributed 89 hours of their time in September.
- Engagement – To the end of the month, our programs and services have had engagement levels of approximately 10,067 people. This is higher than last year’s level of 7,666.

Upcoming Events and Programs

October 9, 7 pm	Zoom/Gallery	From Proposal to Exhibition – with CARFAC
October 11, 1 pm	Gallery	Embellishments with June Jacobs workshop
October 15, 6 pm	Gallery	Unfinished Objects Night
October 23, 7 pm	Museum	Escape Room
October 25, 1 pm	Gallery	Introduction to Oil Painting workshop
October 30, 7:30pm	Gallery	John Muirhead Concert
November 4, 7 pm	Gallery	Volunteer Appreciation Event – by invitation only



COMMUNICATION AND ENGAGEMENT

No external communications or engagement required.

ATTACHMENTS

None

FINANCIAL IMPLICATIONS

There is no anticipated financial impact of the recommended action.

CONCLUSION

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

Connected and Creative

From a teacher whose class toured the Original Humboldt

"I got a text from a parent last night about the trip. Her son told her they'd learned about the "olden days" and "old code" and asked if she could take him back that evening. 😊"

Welcoming and Connected

We have had incredible feedback from the *Steeped in Culture* events where community members felt comfortable and supported in a very welcoming environment.

CITY OF HUMBOLDT REPORT

TITLE: Manager of Development & Marketing-Executive committee report
PREPARED BY: Jarrett Delbridge, Manager of Development and Marketing
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report summarizes the most significant projects that are currently underway since the Executive Committee held on September 8, 2025.

CURRENT SITUATION

Development:

- The Manager has tied up the old hospital site and is working through the conditional period on an offer with the buyer. Currently waiting on CMHC.
- The Manager has been meeting with local developers and ensuring they are following due process and helping coordinate developers through the development process.
- The Manager is currently reviewing additional land inventory and developing a strategy to sell the remaining inventory.
- The Manager is engaging with business's interested in 3rd Avenue industrial lots
- The Manager is running proformas/ business case for the potential campground on the southwest side of Peck Road
- The Manager is assisting the Northeast Housing Cooperative in securing land for an affordable housing Development
- The Manager has received the housing needs assessment from Preferred Choice Development Strategies, still reviewing the assessment. (345 pg. document)
- The Manager is working with community planning for various projects/ developments underway.
- The Manager has been collaborating with the Public Works team in drafting Service agreements for Bluestone / Merkosky subdivision and an additional phase for North Ridge Developments

- The Manager has been reviewing the current servicing agreements, in hopes to implement changes so developers can relate clauses to work that needs to be completed this will be implemented into the schedules with a “key” showing pertinent clauses that correlate to the work laid out in the schedules
- The Manager has been in contact with the Ministry of Environment to discuss our municipal involvement with potentially contaminated sites.
- The Manager has been meeting with the owner of the Quill centre and has been in discussions on the future development that will be occurring to the west of Sobeys
- The Manager has been working with the proprietor of Walnut Grove Developments and mapping the infrastructure negotiations between the parties that would be mutually beneficial to the infrastructure needed for growth to occur in the North. A rough agreement has been created and is under review
- The Manager is working with Public Works, regarding a land purchase for drainage channels south of Saskatchewan Avenue.

Economic Development:

- The Manager has registered for CRE forum in Saskatoon to meet with Commercial developers, Financers, Equity partners, builders, etc. Oct 16
- The Manager is currently researching additional networking opportunities to help support the cities economic development goals.
- The Manager is registered for SEDA Paths To Prosperity Summit. Nov. 4
- The Manager and City Manager have been Meeting with George Gordon Developments Limited Economic Development team creating synergies between the organizations and sourcing potential developments.
- The Manager is working on creating a business retention unit with key stakeholders in the community to help retain and attract business into the city.

Miscellaneous:

- The Manager has been reviewing Bylaws for the City of Humboldt to better understand current rules and regulations.
- The Manager is completing a course regarding Manager Safety training.
- The Manager is working diligently with the communications coordinator on additional marketing mediums to help attract new businesses and residences to the City of Humboldt.
- The Manager has been meeting with the Chamber of Commerce to discuss attracting businesses into the area and creative approaches or incentives that could be offered.

- The Manager has been working on creating additional developer connections through the managers realty connections.

OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

- The manager has been communicating with local developers in the area to help keep projects moving forward and to our standards.
- The manager is working with the Chamber of Commerce on Economic development initiative to help retain business in the area
- The Manager has sat in for a meeting with the NEHC (North-East Housing Co-op) and has engaged with most of the stakeholders involved.
- The Manager has been working with the communications coordinator to help find sponsors for the festival of lights held at the Current campground
- The Manager has been working with the communications coordinator to ensure coverage of tasks and procedures for community message distribution when the coordinator is on vacation or sick.

FINANCIAL IMPLICATION

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

CONCLUSION

That this report be accepted for information and filed.

CITY OF HUMBOLDT REPORT

TITLE: CLS Director’s Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

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

CURRENT SITUATION

General Updates

- 1. Future Community Facility Open House (Arts, Sport and Wellness)** – The committee has developed a survey to send to the main arts, sports and wellness organizations to begin their consultation processes. The initial survey focuses on facility limitations that organizations are currently experiencing within existing facilities and what they believe to be the primary needs for their organization moving forward.
- 2. Asbestos Abatement** – Staff have now completed two more rooms within the museum basement and transported a second disposal to the landfill north of Saskatoon. There are three rooms and some hallway piping left to be completed. Staff will shift back to the abatement work as able through the fall months in hopes of completing the entire abatement by the end of 2025.
- 3. EPA Rentals** – The months of August and September were extremely busy in the arena with early season camps and programs, as well as the Broncos training camp, exhibition games and home opener. Minor Hockey has completed their tryouts and all teams should be up and running by mid-October, along with Skate Humboldt and other private users. We anticipate the ice to be booked solid between now and the middle of March, including a number of tournaments within the facility.

4. **Jacob Leicht Memorial Outdoor Rink and Courts Facility** – The signage for the outdoor rink has been installed and Administration is finalizing the procurement of windscreens for a portion of the fencing. The outdoor courts will be closed following the Thanksgiving weekend to allow time to properly prepare for the installation of ice on the outdoor rink.
5. **Pool Shutdown** – The August 11-29 pool shutdown went over well, with a focus on general painting, cleaning and maintenance tasks, as well as minor warranty repairs to the pool flooring. During routine spot work on the waterslide tower, three small holes in the metal frame were identified and required a welder to be contracted to complete the fixes. Administration is looking at a larger sandblasting project for the tower in 2026 to identify any other problem areas so that they can be repaired and the tower fully repainted.
6. **Rec Director's Meeting** – The Director attended the fall meeting in Prince Albert from October 1st to 3rd. There were 11 communities represented at the meetings along with representatives from the Saskatchewan Parks and Recreation Association. Some of the main topics of discussion included the need for major infrastructure funding to assist in repairing or replacing aging facilities, corporate sponsorships, RM relations, urban forestry, artificial intelligence and staffing related items. Attendees were also able to tour PA's new recreation complex which includes twin ice surfaces and a new aquatic centre.
7. **Curling Rink** – The plant will be turned on the week of October 6th, with the club beginning to build ice on Thanksgiving weekend. The club is eager to get going again this year and already has a major 18 team U18 Sask Cup bonspiel taking place the weekend of October 31st. Painting and minor maintenance occurred in the curling rink this summer, with some painting and other minor renovations expected to take place in the curling rink lounge in 2026.
8. **Swimming Lessons** – Fall swimming lessons are underway. To date, we have 207 swimmers registered, slightly higher than 2024 fall lessons. Total enrollment for swimming lessons has declined the past two years from 856 (2023) to 839 (2024) and 801 (2025). Administration will be reviewing this decline more closely this fall to determine if there are any factors within our control that may be impacting these numbers. For context, the last year prior to COVID, our total swimming lesson enrollment was 881 in 2019.

Project Planning and Partnerships

1. **Glenn Hall Park Football Field Lights** – no update
2. **SPCA Off-Leash Dog Park** – a meeting was held with the SPCA to discuss layout options for the next space. The SPCA is hoping to be able to finalize the location for the off-leash park on their property and install fencing before winter.

Upcoming Events

1. Humbolt Bronco Home Games – October 11,17,21,24 and 25; November 2,18 & 22

OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

No external communication or engagement required.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The department has been busy transitioning out of summer and into the fall season. We have seen significant usage of our EPA and Aquatic Centre, while the convention centre usage continues to see a slow return to pre-COVID usage. The parks department, while significantly short handed with the return of summer students to school, continue to pick away at outdoor projects and prepare for the upcoming winter.

CITY OF HUMBOLDT REPORT

TITLE: Public Works Director Report for October 2025

PREPARED BY: Peter Bergquist, P.Tech.; Public Works and Utilities Director

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: Executive Committee

DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

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

CURRENT SITUATION

- **Road Maintenance & Cleaning:**
 - Paving contractors have completed this year's work.
 - Pothole filling will continue as needed throughout the fall, and severe issues will be filled over the winter. Staff will stock up for the spring when the freeze/thaw affects aged roads.
 - Staff have been busy removing rocks from ditches, mowing and cleaning culverts so they can flow well in the spring.
 - Storm sewers with debris were cleaned by a contracted flusher and vacuum truck.
 - Fall Street sweeping is underway to minimize leaf collection and the plugging of catch basins in the spring runoff.
 - Crews have prepared the trucks for winter snow hauling, assembling the new snow blower and ordering more sand/salt in preparation for winter weather.
- **Water & Sewer Infrastructure:**
 - Water main replacement is complete along 10th Street between 9th Ave and 11th Ave. The water main has been pressure tested, hypo-chlorinated (sanitized) and flushed. Property service connections are pending. Road reconstruction is near completion, then paving scheduled for 2026.

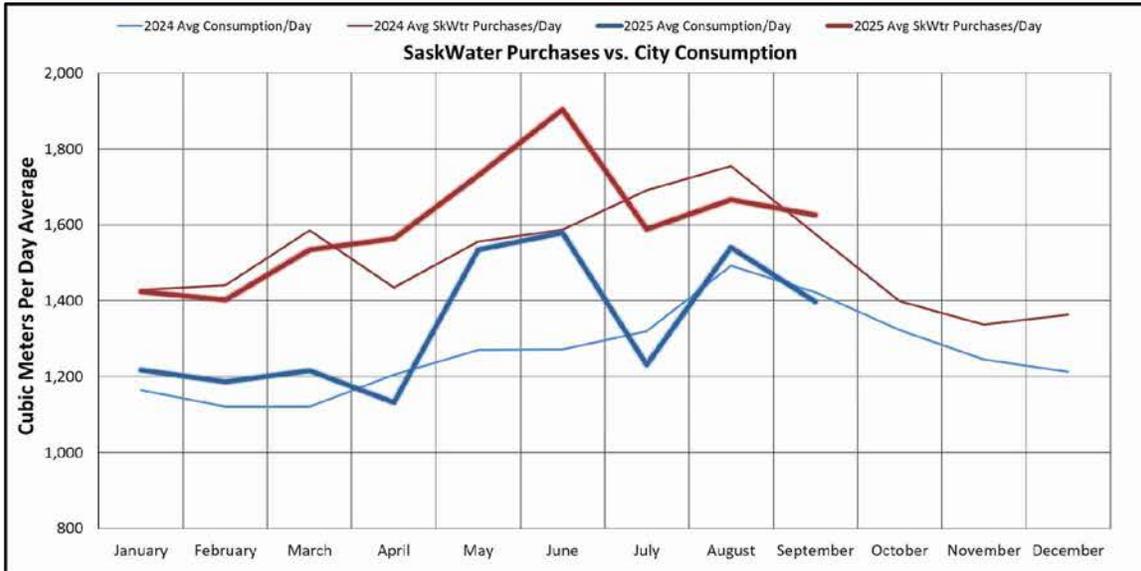
- Sewage Lift Stations #1 and #4 are currently under construction for upgrades and progressing well. Plans are in place for pumping in the winter weather.
- Leak detection efforts continue, with sensors being relocated throughout the city to identify potential leaks.
- Hydrant/water main flushing and inspections were completed on the south side of the CN railway tracks. Water main flushing helps maintain water quality by clearing out naturally occurring sediment and ensuring the integrity of the water distribution system. The flushing occurred at night to minimize colored water concerns.
- The sewer flushing truck has issues with the flusher motor. The flushing unit is about 23 years old and scheduled for replacement. Staff are actively looking for solutions. For now, contracted services will be notified when/if issues arise that need to be resolved immediately.
- The storm water drainage channel to the lake had a beaver dam holding up water, crews used their excavator to remove the dam.
- Crews have and are actively drawing down water in hydrant barrels in preparation for winter weather so they don't freeze and bust.
- Several water and sewer services were installed and inspected for new residential properties.
- Water Main Break on Centennial Crescent occurred on Sept 30th. A section of pipe was replaced with PVC as too many repair clamps were already on that section.
- Removal of seasonal water meters around city and at Humboldt Lake is underway.
- **Wastewater Treatment Facility:**
 - The new facility is nearing initial commissioning. The first two cells have been filled as well as the six SAGR cells. Aeration is active in all these cells. The wastewater in the SAGRs are being circulated to grow the bacteria cultures needed. The remaining two large cells which are used for Phosphorus removal/settling are actively being filled.
 - The old lagoon cells are actively being drained to fill the new system. A fall release is not needed. The 2025 spring release was the last release from the old system.
 - Utility staff have recently been training under the Nexom Company (SAGR Suppliers) and Catterall and Wright (City's Consulting Engineers) to commission and run the new wastewater treatment system.

- Compared to the old lagoon system, far more testing, monitoring and documentation will be required from the Water Security Agency (WSA) in our new Permit-To-Operate. Management is actively determining the impact on daily and weekend operations. Staff will bring recommendations to budget deliberations.
- **Staffing:**
 - At the beginning of September, the Public Works Manager stepped down and returned to his former position. The Director is actively seeking to fill this role.
 - Due to the PW Manager stepping down, a staff member who would normally be bumped back to their former position at Leisure Services is currently still at the PW department for the following reasons:
 - The PW Manager wages are available to be used for this individual
 - Training and initial commissioning for the new Wastewater System is underway.
 - The new Wastewater System will require additional staff for testing, maintenance and operations.
 - This individual was training to be a utility operator which is difficult to replace and takes a minimum of 3 years to achieve Class 2 certification for our WSA Permit-to-operate.
 - Three utility staff attended a Water Works related seminar in Saskatoon on October 9th. This training provides information on current products and provides Continuing education units for their certifications.
 - Two utility staff members and our Municipal Engineer have been registered to attend the Saskatchewan Water and Wastewater Association (SWWA) Conference in Saskatoon for November 5-7th. This conference not only provides staff with current industry knowledge but also provides continuing learning credits for their certifications.

ATTACHMENTS

Non-Revenue Water Losses Update:

Year	Consumption	SaskWater Purchases	Difference	Approximate Loss Dollars at Cost	% Loss
2024 Full Year	460,419 m3	559,798 m3	-99,379 m3	-\$378,265	-17.8%
2025 Full Year Budget Projection	463,241 m3	547,600 m3	-84,359 m3	-\$321,096	-15.4%
2024 – Jan-September	345,760 m3	435,469 m3	-89,709 m3	-\$341,458	-20.6%
2025 – Jan-September	364,525 m3	439,023 m3	-74,498 m3	-\$283,562	-17.0%



CONCLUSION

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



CITY OF HUMBOLDT REPORT

TITLE: Communications Department – Executive Committee Report
PREPARED BY: Angie Rolheiser, Communications Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

This report summarizes the most significant projects that have been completed over the last month and those that are currently underway.

CURRENT SITUATION

1. The Marketing and Communications Department is located at the Visitor Information Center at the Humboldt Campground.

Marketing/Public Relations/Communications:

- 2024 Annual Report – nearing completion
- Several proclamations for September/October
- Planning for Holiday events such as Annual Christmas Tree Lighting at Civic Park and Humboldt Holiday Trail at the Campground
- Attended the Humboldt Community Health Council quarterly meeting on Sept. 23
- Heard a presentation on ‘Crime Crushing’ program along with the Director of Protective Services and the two CSOs.
- Getting quotes and information on a website revamp for 2026.
- Attended Medical Student Career Fair at the Dakota Dunes on Sept 9 with Health Foundation Executive Director, Lorrie Bunko.
- Mayor Muench invited to Remembrance Day ceremony
- Attended Humboldt Downtown BID meeting on October 2nd

ATTACHMENTS

Communications – social media report

COMMUNICATION AND ENGAGEMENT

Marketing and communication campaigns conducted/underway:

1. Digital Humboldt App Awareness
2. Lots for Sale – 101st Street



3. Halloween Safety

In addition to special projects mentioned previously, publications, routine and on-demand announcements, job postings, Tenders, RFP's, events, and promotions published by Marketing & Communications continue on a daily, weekly, and monthly basis.

CONCLUSION

The Communications Department is moving onto fall campaigns and planning for upcoming holiday events – Annual Tree Lighting and Holiday Trail at the campground.



**Communications Statistics Report
Year to Date – Oct. 2025**

Social Media Platforms Insights

Platform	New Followers This Month:	Current Followers
Instagram	5	501
Facebook	16	5,016
X (Twitter)		1,639

Digital Humboldt App Users 2025

Feb	Mar	Apr	May	Jun	Jul	Aug	Sept.
577	574	581	530	543	541	527	528

Council Highlights (Monthly Publication)

2025
9

Community Reports (Monthly Publication)

2025
9



CITY OF HUMBOLDT REPORT

TITLE: CLS Project Summary Report
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

BACKGROUND

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

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

CURRENT SITUATION

A. Carry-Over Projects

#	Project	Status	2025 Remaining Budget	Actual (YTD)
1	Bill Brecht Playground Development	Con – 95%	\$9,956	-
2	Outdoor Rink & Multi-Sport Court Surfacing	Completed	\$30,000	\$27,640

1. The installation of the final zipline component at Bill Brecht Park playground began in September and is expected to be completed this fall, which would mark the full completion of this playground installation.

B. 2025 Operational Projects

#	Project	Status	Project Budget	Actual (YTD)
1	Museum Roof Repairs	Con – 50%	\$60,000	-

1. The museum roof repairs and brick repointing have been going on for the past month and it is expected that progress will wrap up for 2025 shortly.

C. 2025 Fleet

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

- Administration is still working on a fleet replacement strategy for the existing dump truck.
- Ice Resurfacer – Administration received 14 proposals from 4 different vendors including options for electric ice resurfacers. Administration is taking additional time to evaluate the units to determine if now is the appropriate time to invest in a transition to an electric ice resurfacer as all four vendors have provided proposals for these units. The transition would come with an upfront cost for infrastructure upgrades and an increased cost for the unit, however could result in long-term operational and capital cost savings. Administration will continue to review these options and presents its finding and recommendation as quickly as possible.
- Administration did not trade in the unit this year, as the proposed cost to do so was significantly higher than in previous years. Administration is in discussions with the dealer to determine the rationale for the increased program costs and evaluating the sustainability of remaining in the municipal trade-in program.

D. 2025 Capital Projects

#	Project	Status	Project Budget	Actual (YTD)
1	Community Event Trailer	Planning	\$15,000	-
2	Highway 20 Boulevard	Con – 80%	\$50,000	\$45,230
3	Parks Cold Storage	Planning	\$25,000	-
4	Robotic Lawn Mower	Completed	\$10,000	\$5,940
5	Off-Leash Dog Park	Con – 50%	\$60,000	-
6	Aquatic Centre Flooring Replacement	Completed	\$155,000	\$113,980
7	Arena Refrigeration Plant – Design Work	Con – 25%	\$75,000	\$27,580

- No update
- The majority of the budget for 2025, including the remaining contribution from the BID has been spent on the excavation and brick work completed to date. Administration will be using remaining funds to level and prep the remaining portion of boulevard between 3rd Avenue and 4th Avenue so that brick can be installed in 2026, pending a request to the BID and Council for further funding next year.
- No Update
- No Update
- Public Works has completed the entry roadway to the planned location for the off-leash dog park. Admin also met with SPCA reps to provide support in planning the size and exact location of park. City’s remaining commitment is a \$30,000 cash contribution to the project.

6. Some minor warranty work was completed during the pool shutdown in late August.
7. Administration has not been able to get back to reviewing the engineer report received in late August and hopes to prioritize this project through the end of October in order to provide an update to Council on information learned and recommendations on how to proceed with this major infrastructure upgrade.

E. Unbudgeted Projects/Commitments

#	Project/Purchase	Status	Est. Cost to City	Funding Source
1	Aquatic Center Hot Tub	Completed	\$41,990	Operational Savings/Reserves
2	Pool Heat Exchanger & Plumbing	Procuring	\$70,000	Operational Savings/Reserves

1. No Update
2. Replacement of the pool heat exchangers, new pumps and plumbing will take place during 2026 pool shutdown. The heat exchanger is on site and the pumps on order.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

Progress is being made on the outstanding projects, however some projects are still in the planning stages and will require additional administrative attention over the coming weeks to ensure their completion in 2025.



CITY OF HUMBOLDT REPORT

TITLE: Public Works and Utilities Project Tracking Report
PREPARED BY: Peter Bergquist P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That this report be accepted for information and filed.

CURRENT SITUATION

2024 Projects	Scope of Work	% Complete
Wastewater Treatment System Upgrades	34.67M for 2024 & 2025 Engineering & Construction	75%
Lift 1 Retrofits (WWTP Project)	Pumps, Electrical, Generator, etc. 3M	30%
Lift 4 Retrofits (WWTP Project)	Pumps, Electrical, Generator, etc. 2.8M	30%
6 th Avenue – 5 th St to 6 th St	Road Reconstruction and Paving – 135.9k	100%
7 th Avenue – 2 nd St to 3 rd St	Road Reconstruction and Paving – 128.7k	100%
9 th Ave – 17 th St to Lane E of Barnes Crescent	Road Reconstruction and Paving – 401.8k	100%
Main St – Sask Ave to 1 st Ave S	Water Main Replacement – 342.4k	100%
10 th St – 9 th Ave to 12 th Ave	Water Main Replacement, Services and Road Reconstruction - \$1.435M	90%
Peck Rd– Westwood Dr to 12 th Ave	Gravel Road Construction – 159.3k	50%
Asphalt Patching & Repairs	Various water break, frost heave locations, MH levelling, AC Repairs – 370k	100%



Seasonal Decorations	Remaining Replacement Lights – 12k	10%
Various Locations	Street and curb painting – 20k	100%
	DL10 Special Emulsion – 60k	100%
	Gravelling of Roads – 26k	100%
	Back Lane Maintenance – 10k	90%
	Dust Control Applications – 28k	100%
	General Concrete Repl. – 75k	90%
	Sewer Camera, Flushing & Repair – 74k	100%
	Storm Flush/Camera/Repair – 76k	100%
	Water Main Flushing Prog. - Internal	100%
	Water Mains Operations and Maintenance Activities & Repairs – 125.4k	100%
	Lift Station Cleaning – 32k	100%
	Lift Station Supplies/Repairs – 17.5k	60%
	Contract Generator Testing – 9k	100%
Ditch Mowing & Lagoon Mowing	80%	



CITY OF HUMBOLDT REPORT

TITLE: Leisure Access Policy 10490
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

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

BACKGROUND

The City of Humboldt has maintained a Leisure Access Program for many years. The intent of the policy has been to remove barriers to participation by providing free access to City recreation facilities and programs for residents experiencing financial hardship.

Under the current policy, the program was administered directly by the City. Individuals applied to the City, staff assessed eligibility, and approved applicants were issued access passes. While effective for some, this approach required ongoing staff administration and created additional barriers for individuals who may be hesitant to apply directly to the City.

CURRENT SITUATION

Administration has completed a review of Policy 10490 and recommends a significant change in program delivery:

- **Partnership Model** – Rather than administering the program internally, the City will establish agreements with social service organizations in the community.
- **Allocation of Leisure Access** – Each organization will receive an allocation of leisure access, valued according to their application and plan for distribution to their clients.
- **Client Distribution** – Partner organizations will distribute access directly to their clients, removing the need for individuals to apply through the City.

- **Equity and Efficiency** – This approach leverages the trusted relationships that social service organizations have with their clients, improving access and ensuring equitable distribution.
- **No Operational Budget Impact** – While the program has a face value, the leisure access granted represents participation that would not otherwise occur and therefore does not reduce existing revenues.

OPTIONS

1. Approve the revised Leisure Access Policy 10490 as presented.
2. Refer the policy back to Administration for further refinement.
3. Maintain the existing City-administered policy without change.

ATTACHMENTS

1. Existing Leisure Access Policy 10490
2. Revised Leisure Access Policy 10490

COMMUNICATION AND ENGAGEMENT

Administration engaged community social organizations to discuss the proposed changes. The organizations who responded expressed support for the shift to a partnership model, noting that:

- They already have established relationships with clients who would benefit from leisure access.
- A City partnership would reduce stigma for clients by allowing them to access recreation supports directly through trusted community agencies.
- The proposed approach provides flexibility for organizations to tailor the resources to their client base.

Upon approved, staff will communicate the revised policy to community organizations and invite applications for partnership. The City will also share public information on how residents can access the program through their respective organizations.

FINANCIAL IMPLICATION

There is no direct financial impact to the City's operating budgets. The face value of the leisure access agreements will be established through the application process with partner organizations. Leisure access represents participation from residents who largely would not otherwise access facilities or programs, and therefore will have negligible impact on current revenues.



CONCLUSION

The revised Leisure Access Policy 10490 represents a more collaborative and effective approach to reducing barriers for residents. By leveraging the strengths of local social service organizations, the program will be more accessible, equitable, and efficient, while maintaining no direct financial impact on City operations. Administration recommends approval of the revised policy as presented.



POLICY #10490

TITLE: Leisure Access Program
ADOPTED BY: City Council
ORIGIN: Executive Committee
REVIEWED BY: Community and Leisure Services Department
JURISDICTION: City of Humboldt

EFFECTIVE DATE: **January 1st, 2020** **AMENDED:**
PAGE: Page 1/2

1.0 PURPOSE

The City of Humboldt acknowledges that health, well-being, culture and recreation are key pillars of a sustainable community. Furthermore, the City recognizes that access to recreation contributes to physical, social and mental health of residents. Therefore, the City will ensure that recreation services will be reasonably accessible to residents, regardless of their income status. This policy commits to an application process for economically disadvantaged residents of Humboldt to receive access to City owned recreation facilities.

2.0 GENERAL POLICY

- 2.1 The Leisure Access Program is applied in conjunction with Policy #10480 Leisure Pass Policy and Rates.
- 2.2 Applicants who meet the qualifications of the Leisure Access Program will receive a one year Leisure Pass, and all the benefits that it carries.
- 2.4 Applicants shall re-apply every twelve (12) months or as required by the City of Humboldt, to continue to participate in the program.
- 2.5 The Leisure Access Program will be applied in a respectful and dignified manner to the City of Humboldt residents who qualify.
- 2.6 Applicants must be City of Humboldt residents.
- 2.7 The current Statistics Canada Low Income Cut-Off Before Tax (LICO – BT) for a community with a population under 30,000 inhabitants shall be the threshold for residents to qualify for the Leisure Access Program.

- 2.8 The City of Humboldt shall work with community partners to deliver and raise awareness of the Leisure Access Program.
- 2.9 The Community and Leisure Services Department will be responsible for all aspects of the Leisure Access Program and any supporting procedures. The CLS Department will also be responsible for reviewing and amending the policy as required.

3.0 APPLICATION PROCESS

- 3.1 An application form will be developed that details all information required to apply for the Leisure Access Program
- 3.2 Applicants will be required to provide a copy of their previous year's Notice of Assessment, indicating that they do in fact meet the Low-Income Cut-off threshold to qualify for the program.
- 3.3 Applicants will also be required provide a copy of proof of residency within the City of Humboldt. Examples of such proof include a current utility bill or government issued letter (driver's licenses are not accepted)
- 3.4 Applicants are required to include information on their spouse/partner (if applicable) and all children in the household 18 years of age and younger. Any children over the age of 18 are not eligible for this program and must apply separately.
- 3.5 Upon completion of the review by the CLS Department, all documents provided for proof of income and residency will be destroyed.

POLICY #10490

TITLE: Leisure Access Program
ADOPTED BY: City Council
ORIGIN: Executive Committee
REVIEWED BY: Community and Leisure Services Department
JURISDICTION: City of Humboldt

EFFECTIVE DATE: January 1, 2020 **AMENDED:** September 23, 2025
PAGE: Page 1/2

1. PURPOSE

The City of Humboldt recognizes that access to recreation contributes to the physical, social, and mental health of residents and wishes to ensure that these services are reasonably accessible, regardless of income status. To provide equitable access to recreational facilities, the City of Humboldt endeavors to partner with community social service organizations to extend access to their clients. This policy outlines the parameters of these partnerships, including eligibility, allocation limits, and administrative responsibilities.

2. GENERAL POLICY

2.1. Eligibility to Partner – Community social service organizations must meet the following criteria to be considered:

- Be a Non-profit or publicly funded organization serving Humboldt residents.
- Provide programs or services that support low-income, vulnerable, or marginalized individuals and families.
- Demonstrate the capacity to fairly assess client need and responsibly manage their allocated recreations access funds.

2.2 Annual Recreation Access Allocation

- Each approved organization will receive a set dollar-value allocation per year, determined by the City, based on budget capacity and community need.
- This allocation may be used for: Single admission passes, monthly or annual Leisure Passes, or swimming lessons.
- Partner organizations must ensure that the total value of admissions, passes, and programs does not exceed their allocated dollar amount.

2.3 Partner Responsibilities

- Determine internally which clients receive access, what form of recreation access is most appropriate (admissions, passes, programs), and allocate funds accordingly.
- Maintain accurate records of all client usage and associated dollar values.

- Ensure staff are trained in internal processes and eligibility requirements.
- Respect confidentiality of client information when reported aggregated data to the City.
- Monitor allocation balance and plan usage to stay within the approved budget.

2.4 City Responsibilities

- Collaborate with each partner organization to develop a process for administering recreation access, ensuring smooth operations for admissions, passes, and program registration.
- Conduct oversight and review annually, which will include:
 - Evaluating partner performance and usage data.
 - Adjusting allocations based on community demand, budget capacity, and outcomes.
 - Adding or removing partners as needed.
 - Amending the policy if required.
- Provide Council with an annual summary report including total dollars allocated, usage statistics, and recommendations for adjustments.

2.5 Application & Agreement Process

- Interested Organizations must submit a written request to partner, including:
 - Proof of non-profit status or public funding.
 - Description of services and target population (Humboldt residents).
 - Demonstrated ability to track and manage allocation value responsibly.

2.6 Evaluating & Reporting – Annual reviews ensures that funding values remain appropriate, equitable, and fiscally sustainable.

- Partner organizations must submit a year-end report summarizing:
 - Total number of clients served.
 - Total dollar value used vs. allocation.
 - Feedback on program accessibility and community impact.
- CLS will prepare a consolidated annual report for City Council with:
 - Total dollars used across all partners.
 - Participation data by facility and program type.
 - Recommendations for funding levels for the next year.



CITY OF HUMBOLDT REPORT

TITLE: SPRA Grant Partnership Request – Prairie Sky Trails Association
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That the Executive Committee recommend to City Council that the City of Humboldt partner with the Prairie Sky Trails Association in their application to the Saskatchewan Parks and Recreation Association’s Regional Recreation Practitioner Grant Program, with a financial contribution of \$5,000 as one of the two required municipal partners.

BACKGROUND

The Saskatchewan Parks and Recreation Association (SPRA) administers a grant program designed to support the hiring of regional recreation practitioners to strengthen program delivery and collaboration across communities. The program requires applicants to demonstrate regional partnerships, including the commitment of at least two municipalities.

The Prairie Sky Trails Association is a regional non-profit dedicated to the development, promotion, and maintenance of recreation trails and associated community wellness programming. The Association has approached the City of Humboldt to serve as one of the two required municipal partners for their upcoming grant submission.

CURRENT SITUATION

The Prairie Sky Trails Association intends to apply to SPRA’s Regional Recreation Practitioner Program to support the hire of a part-time regional recreation practitioner. This position will coordinate and expand recreation opportunities, build partnerships, and deliver programming across the region.

As part of the application, the Association must demonstrate municipal partnership support. They have requested the City of Humboldt to provide a contribution of \$5,000. This contribution would serve as one of the two required municipal commitments to leverage larger grant funding from SPRA.

OPTIONS

1. Provide a \$5,000 municipal contribution to the Prairie Sky Trails Association's SPRA grant application, confirming the City's role as a municipal partner.
2. Refer the recommendation back to Administration for further consideration.
3. Decline the request to become a municipal partner in this grant application.

ATTACHMENTS

1. Prairie Sky Trails Association – Formal Partnership Request – Sept 2025
2. 2025 – SPRA Regional Recreational Practitioner Program Guide

COMMUNICATION AND ENGAGEMENT

Administration has reviewed the request and discussed the application requirements with the Prairie Sky Trails Association. The Association has engaged with local and regional partners in the development of their grant proposal and has identified the City of Humboldt as a critical municipal partner.

FINANCIAL IMPLICATION

The \$5,000 partnership contribution would be a direct cash expense to the City of Humboldt. While this represents a financial commitment, the overall value of the regional recreation practitioner position—funded primarily through SPRA's grant program—would provide a significant return in recreation service delivery for both Humboldt and the region.

Funding would be allocated through the Recreation Special Events cost centre within the Community and Leisure Services Department.

CONCLUSION

The Prairie Sky Trails Association has demonstrated strong capacity in delivering community recreation programs and is now seeking to expand through the SPRA Regional Recreation Practitioner Program. The City's support of \$5,000 per year for two years would position Humboldt as a key municipal partner, leverage substantial SPRA funding, and enhance recreation services for residents across the community and region.

The City has intentionally sought to **limit its direct involvement in program delivery**, instead focusing on providing and maintaining recreational facilities that enable community organizations to deliver programming. This partnership would further that philosophy by building recreation capacity across the region while ensuring that program leadership rests with community-based organizations.

City of Humboldt
PO Box 640
Humboldt, SK
S0K 2A0
306-682-2525
info@humboldt.ca



September 24, 2025

RE: Request for Support: Saskatchewan Parks and Recreation Association Regional Recreational Practitioner Program

Dear City of Humboldt,

On behalf of Prairie Sky Trails Association Inc., we are requesting the City of Humboldt's support for our application to the *Saskatchewan Parks and Recreation Association's (SPRA) Regional Recreational Practitioner Program*.

As part of this request, we are seeking a formal letter from the City of Humboldt indicating both vocal and financial support for our application. This support will enable our organization to continue and expand our community programming within the City of Humboldt.

Board Member, Lorraine Forster, recently met with Michael Ulriksen, Director of Community and Leisure Services, to provide an overview of the program and its benefits to the community.

Specifically, we are requesting a **financial contribution of \$5,000 per year for the next two years** from the City of Humboldt, to be provided during the 2026 and 2027 calendar year to Prairie Sky Trails Association Inc. If approved at the relevant meeting, this contribution should be noted explicitly in your letter of support.

To assist in your consideration, we have included an overview of our programming activities completed in 2025, along with plans for 2026 in the pages that follow.

We kindly ask that the letter of support be submitted by **October 27, 2025**. If you have any questions regarding the *Regional Recreational Practitioner Program*, our funding request, or Prairie Sky Trails Association operations, we would be pleased to provide additional information.

Sincerely,

A handwritten signature in black ink that reads "Lorraine Forster".

Lorraine Forster
CEO and Board Member
Prairie Sky Trails Association Inc.
info@prairieskytrails.ca
306-231-4630



Prairie Sky Trails Association

Providing unique, recreational, wellness, and educational opportunities for persons of all ages and abilities.

- 2025 YEAR IN REVIEW
- 2026 PROGRAM PLANS

Serving Central Saskatchewan since 2012

Contact

Phone 306-231-4630
Email info@prairieskytrails.ca
Address PO Box 3370
Humboldt, Saskatchewan
S0K 2A0



About Us

Prairie Sky Trails Association Inc. is a non-profit organization created to enhance and develop recreational programs and projects in both the community of Humboldt and Rural Municipalities across Central Saskatchewan. Prairie Sky Trails Association focuses on providing unique, recreational, and educational opportunities for persons of all ages and abilities in the establishment of recreational programs, trail systems, green spaces and recreational parks.

The non-profit organization has committed to enriching communities through programming and projects focused on the wellness of individuals and communities. Prairie Sky Trails Association has contributed to the establishment of multiple recreational programs, playgrounds and play structures, trails and green spaces. The non-profit organization plans to stay true in their commitment of providing the public with recreational opportunities they can utilize while enjoying community, wellness, and nature while highlighting accessibility inclusion throughout their projects.

Prairie Sky Trails Association has also provided educational and recreational programming for children in multiple communities, in collaboration with several funding organizations. Programming welcomed children from the community to engage in educational and recreational lessons and activities from the organization themselves, as well as program providers across the province.

Vision



- All members of the communities we operate in have access to quality, affordable, recreational opportunities.

Mission



- To provide accessible recreational opportunities through programming and infrastructure projects in partnership with other community organizations.

2025 Year in Review



Prairie Sky Trails Association (PSTA) has coordinated and provided the community of Humboldt and surrounding areas with 9 free or low cost recreational and wellness programs so far during the 2025 year.

These programs provide essential services such as fitness, wellness and mental health education, and nutrition to a wide range of demographics including youth, seniors, and women in our community.

Throughout the year, PSTA relies on grants, corporate sponsorships, and partnerships in order to provide programming to the community. Our organization was very fortunate in securing funding and building relationships with various organizations such as BHP, SaskEnergy, the Community Initiatives Fund, Prairie Central District for Sport and Recreation, and the Saskatchewan Parks and Recreation Association during the 2025 year. It is our goal to continue building these relationships, in order to expand programming in the future.

In addition to the programming we were able to provide, our program coordinator was able to take part in numerous educational courses in order to better evaluate, plan, and execute programming.



Program Highlights

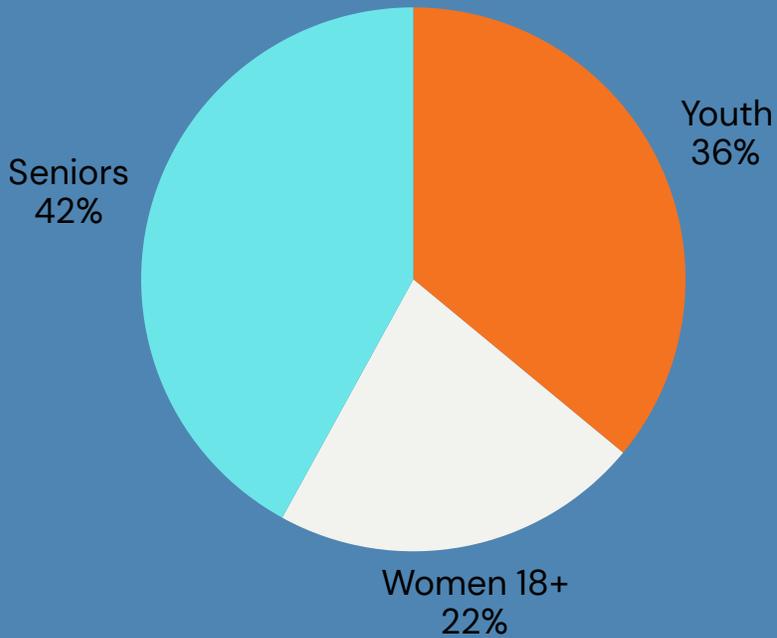
Provide recreational programming to youth, older adults, and women

Educate participants on healthy lifestyles

Form community support systems amongst participants

Support the overall wellness of individuals and the community

2025 Program Statistics

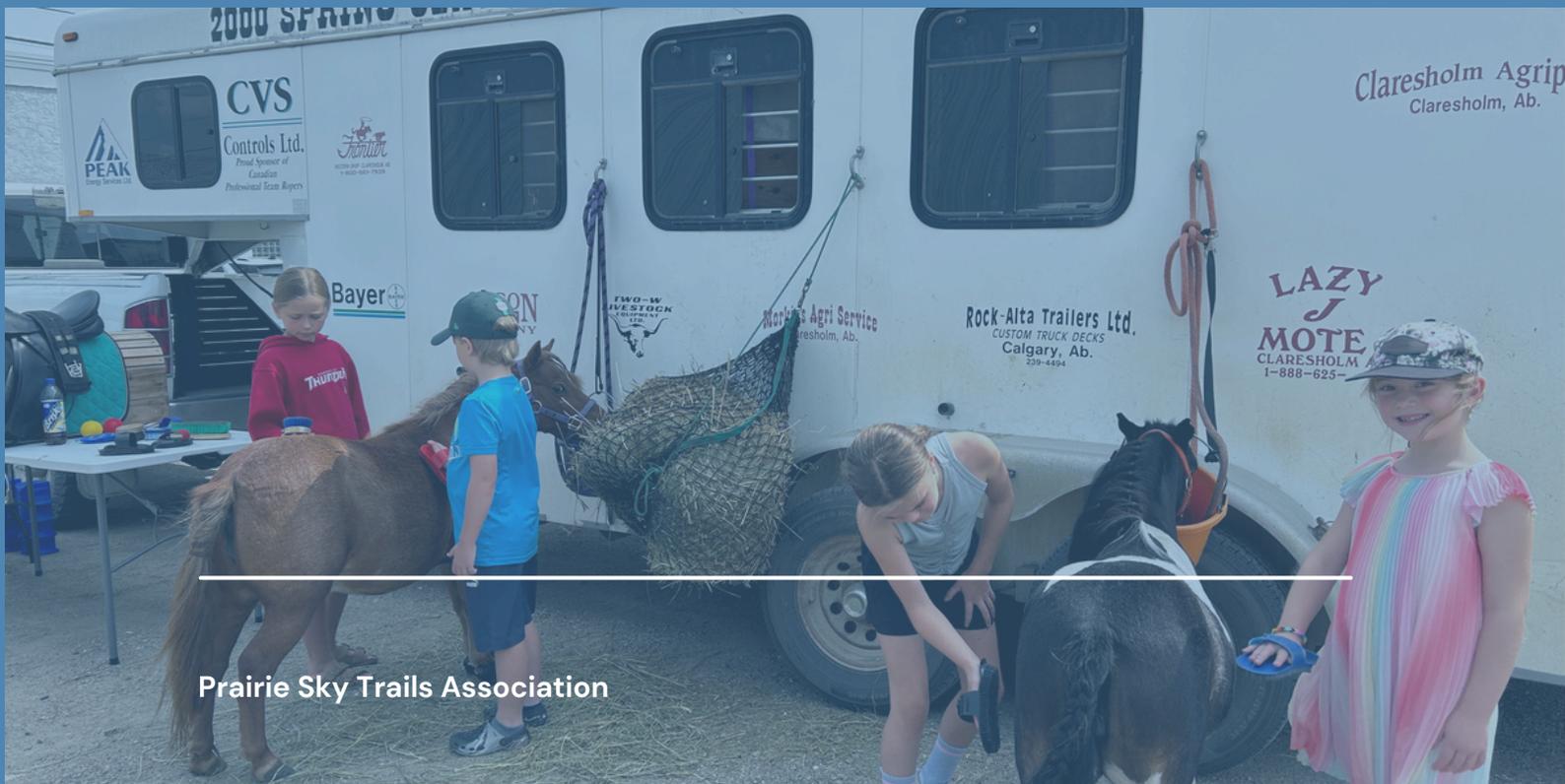


9 Programs 

348 Hours of Programming 

238 Participants 

15 sponsors 



Prairie Sky Trails Association

2025 Programs



AGING ACTIVELY 55+ FITNESS PROGRAM



The Aging Actively 55+ Fitness Program took place twice a week for 8 weeks during the winter months. Four program activities were part of the initiative including Zumba Gold, Group Fitness, Yoga, and Essentrics. This program offered up a wide variety of activities in order to engage and encourage participants to try new activities and appeal to a wider audience.

WOMEN'S WELLNESS INITIATIVE

The Women's Wellness Initiative was an in depth, three month long initiative which allowed adult women in the community of Humboldt to participate in numerous wellness activities including yoga therapy, meditation, equine therapy, wellness seminars, and morning yoga sessions.

This program saw huge success and community involvement from both facilitators and participants.



BOY'S STRENGTH TRAINING FUNDAMENTALS



This program was part of the Psych-Up! (Prairie Sky Youth Community Health- Universal Programming) initiative which was a year long program started in 2024, which focused on youth health and wellness, sponsored by BHP.

The eight week program, taught by Sarah Novecosky, taught youth males the fundamental techniques, safety, and knowledge of strength training in a gym setting.

PRENATAL YOGA

Prenatal Yoga taught by Isla Kiland of Illume MBM, focused on providing prenatal women with specific techniques and movements to support the pregnant persons body throughout pregnancy, birth, and the postpartum period.

The classes were very well received and filled a gap in programming that the community of Humboldt did not have access to prior.



PRENATAL WORKOUT CLASSES



Caitlynn Hooker, chiropractor and co-owner of Evolve Chiropractic, taught prenatal workout classes for eight weeks during the summer. These classes were very popular and provided not only a fitness program safe for pregnant people to take part in, but also focused on building community amongst people in the same stage of life.

FOREVER FIT: MATURE ADULTS WELLNESS PROGRAM

The Forever Fit program is an ongoing, physical recreation program which began in 2024 and is designed to enhance the wellbeing of people aged 55+ in the community of Humboldt. What began as a once a week initiative, has now blossomed into multiple classes a week being offered and additional participants joining every month.

The program focuses on functional movement, mobility and fall prevention, and includes circuit and weight training, stretching, and education on nutrition. Classes are taught by Krista Pitcher-Bennett from Feel Good Fitness.

The program has seen great success and is one of the most attended programs PSTA offers.



HUMBOLDT AND AREA SUMMER RECREATION CAMP



2025 was the second year PSTA offered youth summer camps in Humboldt, with each year seeing an increase in participants and program expansion.

This year the program offered 14 different camp days with 108 spots available, all of which were filled. Activities included athletics, arts and crafts, Minecraft themed activities, and STEM activities. Each camp focuses on supporting the healthy development of youth through physical movement, socialization, mentorship, and a nutritious snack.

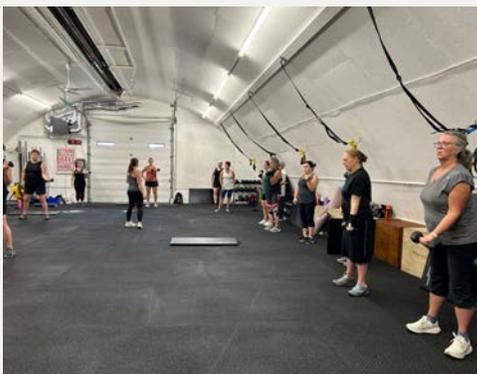
55+ SUMMER CAMP

55+ Summer Camp was held in various locations around Humboldt throughout the month of August. This program had great community support and saw a wide demographic of participants taking part, including people living with disabilities, both older and younger seniors, and men and women.

Activities included a camping day, a paper bouquet making workshop, a matinee at Reel Attractions, and a tea towel stamping craft. All of these activities were offered free of charge and included snacks, refreshments, or a meal.



FUNCTIONAL FITNESS FOR EVERYBODY



PSTA's newest program being offered, currently as a four week free trial, Functional Fitness is open to anyone over the age of 16 who wants to be part of a welcoming community of individuals committed to improving their physical fitness and health.

Taking place Tuesdays at 6am to accommodate working professionals, the program has seen great participant numbers so far.

2026 Program Plans



Expand Upon Already Established Programming

- Expand the Forever Fit program in order to accommodate more participants and additional classes through increased sponsorship and funding
- Increase the number of youth summer camp days, to offer up to 3 camp days a week during the summer of 2026
- Lengthen the 55+ Summer Camp to include programming throughout both July and August



Introduce New Programs

- Programs being planned for the 2026 year (pending funding approval) include:
 - Couch to 5K- a running program for beginners and seasoned runners alike
 - PD Day Camps- camps offered to youth on no school days



Build Relationships with Partners

- It is a main goal for 2026 to continue building relationships with current partners, as well as form new partnerships, both financial and community driven



Thank you!

Contact

Phone 306-231-4630
Email info@prairieskytrails.ca
Address PO Box 3370
 Humboldt, SK
 S0K 2A0



Saskatchewan
Parks and Recreation
Association

Application & Criteria

Regional Recreation Practitioner Program

Deadline to apply: October 31, 2025

FUNDED BY



SASK LOTTERIES



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Regional Recreation Practitioner (RRP) Program Criteria

Introduction

Collaboration is seen by many organizations as a necessary means to achieving organizational goals. The ability to work together with other like-minded organizations has led to many successes in our province and within the recreation industry.

Additionally, Saskatchewan Parks and Recreation Association (SPRA) understands the benefits of employing skilled Recreation Practitioners as a means of impacting the quality of life in all Saskatchewan communities. Specifically, the abilities of a skilled Recreation Practitioner can assist with planning and effective operation of community recreation services, facilities, parks, and events.

As a result, SPRA has developed a program to support regional collaboration and the sustainable delivery of recreation services. The Regional Recreation Practitioner (RRP) program will provide financial assistance to hire a Recreation Practitioner to:

- Develop and enhance the recreation delivery system within a designated geographic area
- Enhance how recreation services are managed
- Improve recreation operations
- Support Site Leadership such as Municipal Councils, Band Councils, Recreation Boards, Board of Directors, etc.

Purpose

The RRP program will provide support to a service area to employ a full-time Recreation Practitioner position who will be responsible for managing recreation services within a designated geographical area. A service area is considered a partnership of a minimum of two organizations. All partners must be either an Urban Municipality, Rural Municipality, First Nation or a Regional Park Authority. SPRA will provide financial support over a two-year period to subsidize the Recreation Practitioner position and provide ongoing support for the practitioner and the site.

Criteria

1. Partnership

A minimum of two partners are required to be eligible for selection in this program. All partners need to be either an Urban Municipality, Rural Municipality, First Nation or a Regional Park Authority.

Each partner will be required to provide a letter of support as part of the application and a written verification of a minimum financial contribution of \$5,000 per year to the program.

It should be noted that each partner does not need to contribute equally to the position or receive equal benefits. However, a partnership that has those aspects clearly outlined and has a communication plan to continually discuss the position, highlight the successes, identify the challenges, and create solutions to address the challenges will be given more consideration.

2. Eligibility of the Position

Service Areas looking to hire a Recreation Practitioner for the first time and those looking to add to an already existing staff structure would be eligible to apply.

3. Sustainability of the Position

The program aims to gather lessons in sustainability from the different service areas and track the success of the service area's sustainability plan. Part of the application process will include an explanation of how the service area plans to approach the long-term sustainability of the position, upon completion of SPRA two-year funding term.

4. Site's Responsibilities

- Hire a full-time Recreation Practitioner. As per the Saskatchewan Employment Act, a Full-Time Employee is any employee who works 30 hours or more per week. It is recommended that the Recreation Practitioner is a person who has graduated from a post-secondary educational institution with a degree or diploma in a field related to recreation.
- Approve a Job Description.
Applicants must provide a job description as part of the application. The Recreation Practitioner's job description must align with and address the goals that are contained within the Framework for Recreation in Canada 2015; Pathways to Wellbeing. That document can be found [here](#).

A job description needs to be realistic for a position that works between 30 and 40 hours per week. With two partners within this service area, all involved, this reality will have to be addressed.

SPRA Field Consultants can assist communities and/or Service Areas create a job description prior to submitting the application. Please reach out to SPRA if you require assistance.

- Determine and identify one partner that will be the lead financial/fiscal agent. Financial responsibilities for this partnership include, but are not limited to, completing payroll, and providing benefits (employment insurance, Workers Compensation, health, life and dental insurance, paid vacation, vehicle allowance, cell phone allowance).

- Provide adequate and appropriate office space and office equipment, including but not limited to, a computer, internet access and a phone.
- Provide the Recreation Practitioner with access to professional development and networking opportunities within the parks and recreation industry.
- Determine and identify the one individual from one partner that will be the direct supervisor to the Recreation Practitioner.
- Keep records of the activities and outcomes resulting from the Recreation Practitioner's activities and to provide those records to SPRA as per the follow-up requirements.

Funding Available

SPRA will provide \$25,000 per year for two years to offset the salary of the Recreation Practitioner position. This funding will be available from January 1, 2026 to December 31, 2027. The timing of the payments will be determined once a start date for the Recreation Practitioner has been determined.

Application Process and Deadlines

Application deadline is October 31, 2025. Successful applicants will be notified by November 21, 2025, with the intent of having the Recreation Practitioner in place as close to January 1, 2026 as possible.

Follow-up Requirements

The successful applicant will be required to submit payroll records every six months and a report documenting an overview of the Recreation Practitioners' activities, an indication as to whether the service area's goals are or are not being met, along with identifying any trends or challenges related to the program and/or the position. Successful applicants will be given templates to work from.

Additional Information

For more information or to discuss this program, please contact Clint McConnell, SPRA Field Consultant by email cmccconnell@spra.sk.ca or phone at 306-554-8684.

Regional Recreation Practitioner (RRP) Program Application

Prior to completing the application, applicants are encouraged to review the program criteria. If you have questions or would like to discuss the application prior to submitting it, please contact Clint McConnell, SPRA Field Consultant at 306-554-8686 or by email at cmcconnell@spra.sk.ca.

A. Contact Information

Lead Contact

Name: _____
 Partner Represented: _____
 Address: _____
 Phone: _____ Email: _____

Partner #1

Name of Organization: _____
 Point Person: _____
 Address: _____
 Phone: _____ Email: _____

Partner #2

Name of Organization: _____
 Point Person: _____
 Address: _____
 Phone: _____ Email: _____

B. Partnership

Designated Geographical Area

Describe the geographical area that this partnership will serve for the purpose of this application. _____

History

Do the partners have a history of working together? If so, please explain. _____

Communication Plan

Do the partners have a communication plan that will address how the partners will discuss the successes and challenges of employing a recreation practitioner? If so, please explain.

Letter of Support

Have you attached a letter showing the support from each partner and their minimum commitment of \$5,000 per year? Y N

C. Benefits of Hiring a Recreation Practitioner

Why does the service area want to employ a recreation practitioner? What benefit is each partner expecting to receive or what are the goals each partner wants to achieve because of hiring a recreation practitioner? _____

D. Job Preparedness

Has the job description been included as part of the application package
Y N

Supervision

How will this position be supervised? Who is responsible for the supervision? Where does the recreation practitioner fit within the organizational structure? Explain the frequency and communication methods the supervisor will use to support the Recreation Practitioner. _____

E. Office Space/Office Equipment/Administration

Is there office space/equipment available for this position? Y N

If **YES**, where is the space and what type of equipment is available? _____

Administration

Has the service area determined who will perform and maintain payroll and records? _____

F. Professional Development

How will the service area commit to professional development for this position? _____

G. Sustainability

Do the partners have a plan for the sustainability of this position after the two-year funding from SPRA has ended? If so, what is the plan?

H. Budget

Prepare and attached a budget that includes compensation for the Recreation Practitioner position, office costs, and professional development costs. Be sure to include the sources, including SPRA, that will be providing funds for the position.

I. Follow-up Requirements

The successful applicant will be required to submit payroll and a report documenting an overview of the Recreation Practitioners' activities, an indication as to whether the service area's goals are or are not met along with identifying and trends or challenges related to the program and/or the position. Successful applicants will be given templates to work from.

For More Information

Office Hours:

Monday to Friday, 8:30 a.m. to 4:30 p.m.
1250 Dewdney Avenue, Regina, SK S4R 8T7

Phone: 1.800.563.2555 | **Web:** www.spra.sk.ca | **Email:** office@spra.sk.ca

CITY OF HUMBOLDT REPORT

TITLE: Water Tower Provincial Designation Report
PREPARED BY: Jennifer Fitzpatrick, Director of Cultural Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

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

BACKGROUND

We have been encouraged by the Heritage Resources Branch of Parks, Culture, Heritage and Sport to consider nominating the Water Tower for provincial designation.

The Water Tower is designated as Municipal Heritage Property as of 2002, which gives regulatory control of the structure to the Municipality.

The Humboldt & District Museum & Gallery Board has the additional responsibility through their governing bylaw to act as the Municipal Heritage Advisory Committee and review all matters referring to designations within the municipality and make recommendations to City Council, in accordance with the provincial *Heritage Property Act*. The Board discussed the potential designation, and is recommending that a nomination be submitted.

CURRENT SITUATION

According to the Heritage Resources Branch website, the benefits of provincial designation are as follows:

- Legal protection under *The Heritage Property Act* that ensures the property's conservation
- Eligibility for grant funding through the Saskatchewan Heritage Foundation
- Access to conservation advice and support from Heritage Conservation Branch

The municipal designation also provides these benefits. The Branch noted other designation benefits:

- Provincial Heritage Designation is more prestigious as it is designated by the Government of Saskatchewan. These properties are highlighted by the ministry on our website, publications, presentation, workshops, etc.
- Provincial Heritage Property (PHP) owners can use the PHP Icon to use for promotional material (signage, website, etc.) which is a unique symbol that identifies the property.
- A Statement of Significance for the PHP is completed for the property.

- Every PHP receives a bronze plaque. After a property is designated, we work with the owner to plan a plaque unveiling ceremony for the property. This is attended by the public, our office, heritage groups, the Minister (or designate), local government officials, etc. A plaque stand is also provided to the owner.

The primary driver for the designation of the tower would be marketing and public awareness. This would begin with a community event commemorating the designation and subsequent promotion by the Branch. The last printed publication about provincial heritage properties was in 2019 which noted that there are 52 properties, which includes the Humboldt Post Office (Museum building).

Implications - The main change would be that any alteration to character-defining elements would need an alteration permit from the province. Character-defining elements are features of the property that express its heritage and must be retained. As the tower has already been significantly rehabilitated, some of those original elements have already been changed or removed. The identification of the current elements would be carefully considered, in order to facilitate a straightforward path for future conservation work.

It is unlikely that the need for an alteration permit would be a detriment to our work on the tower, as at this point, the primary work is general maintenance. The recent painting of the tower would have received an alteration permit, as not every small repair or renovation requires an alteration permit.

OPTIONS

1. Approve the recommendation as presented
2. Do not approve the recommendation

COMMUNICATION AND ENGAGEMENT

Following Council's approval, a nomination package would be submitted to the Branch.

ATTACHMENTS

Further information on designations of Provincial Heritage Properties and the process of nominating a property is attached.

FINANCIAL IMPLICATIONS

There are no significant financial implications to the designation. An event celebrating the designation will be undertaken within the operations budget.

CONCLUSION

Once the nomination is received, the Branch anticipates a 6 month timeline for review and approval. It is anticipated that this designation could be celebrated in 2026.

Provincial Heritage Property Nomination Package



Provincial Heritage Properties are designated by the Government of Saskatchewan to commemorate and protect important elements of the province's rich and diverse history.

saskatchewan.ca

Saskatchewan 

Preparing your Nomination

Thank you for your interest in nominating a historic place in Saskatchewan. This package provides specific instructions and helpful tips as you complete the Provincial Heritage Property nomination section.

Our staff at the Heritage Conservation Branch are available to assist you at any step of this process and can be reached at 306-787-2817 or historicplaces@gov.sk.ca.

Before you start

We strongly encourage you to fully read this package to better understand the type of information that you should include.

Missing details or the wrong type of information will delay the process and decision regarding designation.

It's important at this stage for the nominators and the property owners to understand the benefits and responsibilities that come with provincial heritage property designation.

We also encourage you to look at "*Provincial Heritage Property: Preserving our Sense of Place*" saskatchewan.ca/heritage to learn about existing Provincial Heritage Properties and why they were designated.

Do your Research

Researching a potential Provincial Heritage Property is an important step in the nomination process. When completing this package, the questions that need to be answered fall into two areas: descriptive and contextual.

Descriptive

Section 2 focuses on specific facts about a property, when it was created/built, how it was used, who owned it, when it was discovered, and such.

Contextual

Section 3 focuses on why the property is considered to be significant according to the criteria set out in this guide, and why its overall heritage value is provincial in scope. These questions require analyzing the facts about a property and explaining how these facts show provincial heritage significance.

Explaining the provincial significance is a key part of the nomination package. To be completed properly, this usually requires details about the place or object found in books, websites, archival materials, or from people with knowledge of the property. This can be done on your own or with assistance from the Heritage Conservation Branch. In some cases people or organizations with experience with this type of research and writing have been enlisted to complete these questions.

See Appendix I for more research information.

See page 18 for information on submitting your completed package.

Nomination Package is submitted

1. When we receive your nomination package and do our initial review, any significant omissions will be brought to your attention.
2. Once omissions are addressed, your nomination is then sent to the Board of the Saskatchewan Heritage Foundation (SHF) to evaluate the nomination and make a recommendation to the Minister of Parks, Culture and Sport.
3. The Minister will make a final decision regarding designation.

This entire process usually takes about 6 months to complete from the time the nomination is submitted. You may be asked for more information at any step.



**Provincial
Heritage
Property**

Frequently Asked Questions

Q: Do I lose ownership of the property once it is designated?

A: No, the designated heritage property remains the property of the owner.

Q: Am I allowed to sell the property once it is designated?

A: Yes, the owner may sell or transfer ownership, but the Minister must be notified before any sale.

Q: Once designated, can my property only be used for its original purpose?

A: No, continued use is important to the sustainability of heritage buildings, whether as originally intended or adapted to a new use. Key in determining the use of the building is ensuring character-defining elements that make the property provincially significant are preserved.

Q: Once designated, can my property only be used as a tourist site or museum?

A: No, the purpose for which the property is used is at the discretion of the owner.

Q: Do I have to open my property up to the public?

A: No, the decision to allow public access is at the discretion of the property owner.

Q: Do I have to restore the property to how it looked originally?

A: No, designation does not require a property owner to restore the property to its original state. Restoration is not required, but there will often be limits on the design of future repairs, alterations and additions. Contact the provincial Heritage Building Conservation Officer for details.

Q: What level of maintenance is required for Provincial Heritage Properties?

A: It is the property owner's responsibility to maintain the property to the minimal accepted maintenance standards. Standards vary for each property and are developed by the Heritage Conservation Branch in consultation with the property owner. If the property is leased to another party, the owner is encouraged to reach an agreement with the lessee concerning ongoing maintenance.

Q: As a property owner, is there funding available for a designated Provincial Heritage Property?

A: Yes, grants are available from the SHF to assist property owners with the conservation of designated heritage properties. These grants are awarded on a competitive basis and are not guaranteed with designation.

Q: If I am unable to maintain the property, will the province take over responsibility for the property?

A: No, it is the property owner's responsibility to care for a designated property.

Q: Do I need approval for any work to the property?

A: Possibly. Contact the Province's Heritage Building Conservation Officer to determine if an alteration permit will be needed. Repairs or alterations that impact the character-defining elements of the property require an alteration permit from the Heritage Conservation Branch.

Q: Are there any consequences for allowing the property to fall into disrepair?

A: Yes, the Minister (under Section 51 of the Heritage Property Act) may order the property owner to undertake any specific repairs or other measures that are considered necessary to preserve the property.

Q: Will Provincial Heritage Property designation lead to a First Nations land claim on my property?

A: No, only crown-owned land, not private land, can be subject to a land claim.

If a property owner has any questions or concerns about the effects of provincial designation, they should contact the Heritage Conservation Branch prior to signing the Property Owner section of the nomination form or providing a letter of support to the nomination process.

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Section 1: Property Owner Information

Property Owner's Statement of Support

The Minister, through *The Heritage Property Act*, may designate any real or personal property of provincial importance as a Provincial Heritage Property. Although the Minister may designate any property without the owner's consent, a property will normally only be designated with a statement of support from the property owner.

Include:

- Current Land Title (*from Saskatchewan's Land Titles Registry*)
- Recent exterior & interior photographs of the property (*Label each photo with description, photographer name & date*)
- Historic photographs of the property (*if available*)

Before you start:

Contact:

**Heritage Conservation Branch,
2nd Floor – 3211 Albert Street
Regina, Saskatchewan S4S 5W6
historicplaces@gov.sk.ca**

Property

Name:

Municipality:

Civic Address:

Not applicable

Legal Description:

Not applicable

Borden Number (*for archaeological sites*):

Not applicable

Nominator

Name:

Address:

City/Town:

E-mail:

Postal Code:

Telephone:

1.1 Current Owner

Name:

Address:

City/Town:

E-mail:

Postal Code:

Telephone:

Do you, the property owner, support support provincial designation? Yes No

Do you understand that if your property is designated, you will be required to get approval from the Heritage Conservation Branch for any alterations that could affect its heritage value? Yes No

Owner's signature: _____ Date: _____

If submitting electronically and the owner does not have a digital signature, print this page and have it signed. The signed page can either be scanned and included with the package email or mailed as a hard copy.

1.2 Present Occupant (if not owner)

Unoccupied

Not applicable

Name:

Address:

City/Town:

E-mail:

Postal Code:

Telephone:)

INFORMATION FOR SECTION 2: DESCRIPTION, CONDITION & USE

1. Location and construction details

Description including the relationship to other structures, surrounding landscapes, or grounds and any moveable property or archaeological resources associated.

Include:

- Date of construction
(if known)
- Name of Builder and/or Architect
(if known)
- Method of construction
- Construction materials

2. Owner information

Provide a list of original and subsequent owners. (Refer to the 'Land Titles' tab on the Information Services Corporation (ISC) web site).

3. Prior uses (if known)

Include when these occurred.

4. Other names (if known)

When were they used for the property.

5. Changes and Alterations

List any significant changes to the property, including the relocation of any buildings and structures, and explain why these occurred (if known).

For properties featuring Archaeological, Palaeontological or Geological Sites:

1. Location

Description of the property including location, size and boundaries, and if a buried site, its approximate depth and soil type.

2. Original use of the site.

If archaeological, indicate the site's original use. If geological or palaeontological, skip this question.

Time period

When was the archaeological site occupied, or what is the era of the palaeontological or geological resources. Indicate if more than one occupation or time period is represented.

3. Artifacts, fossils or geological or natural history materials.

Description of materials present or have been collected from the site.

4. Structural features

If the property includes buildings or other structures, specify when they were built, how they were constructed, the material used, and any other architectural features.

5. Scientific research completed.

When did the research occur and who were the primary researchers.

For Personal Property (single object or collection):

1. Key Measurements

For single objects, provide a detailed description, including key measurements (weight, height, width, and length), any component parts and any marks, labels or inscriptions found on the object.

2. Original and subsequent owners

List the history including prior ownership or possession, context of use, and what has happened to the object or collection since its creation. It is important to ensure that the object or collection was acquired appropriately and that the continuity of ownership is documented.

3. Materials used

Identify the material(s) the object is made from.

4. Method of manufacture

Describe how the object was made, by whom and where (if known).

5. Catalogue number(s)

If the object or collection is part of a museum collection, provide the catalogue number(s). All the objects in a collection must be identified so that it is clear what is being considered for designation.

6. Collection dates

Indicate how the collection was assembled and when collecting began and ended. Can the collection be easily replicated?

7. Is the collection intact?

Indicate if the collection is intact. If not, describe what is missing.

Section 2: Description, Condition & Use

2.1 Type of Property:

Is the property Real or Personal Property or both.

Real: includes land and things fixed to land

Personal Property: movable objects that are owned by an individual or organization.

2.2 Description

An overview of the property's location, construction and history of use.

2.3 Past Recognition

Was the property previously designated as:

Municipal Heritage Property National Historic Site Neither

INFORMATION FOR SECTION 2.4 CONDITION

For properties featuring Building & Structures:

- 1. Condition of the property.**
Describe the general condition of the foundation, façades, roof, windows, and interior.
- 2. Nature and extent of any damage.**
Identify any specific issues with the foundation, façades, roof, windows, and interior of the property.
- 3. Nature and extent of any recent repairs of the property (within the last 10 years).**
Detail any work done to the foundation, façades, roof, windows, and interior of the property.
- 4. Property Inspections**
Provide copies of any structural reports completed for the property within the last 10 years.
- 5. How often is the property inspected, and by whom?**
Provide information on how the property is inspected over a 12-month period and the background of the individual or organization responsible for inspecting the property.
- 6. If the property is unused, how is it protected from adverse weather/vandalism?**

For Archaeological, Palaeontological, Geological or Natural History sites:

- 1. Describe the overall physical condition of the site.**
- 2. If the site has been disturbed, describe the nature and extent.**

- 3. If the site contains buildings or other structures, describe their overall condition.**

For Personal Property:

- 1. Describe how the object or collection is protected.**
(i.e. storage, display, conservation etc.).
- 2. Damage to the object or any objects in a collection.**
To be considered for provincial designation, the object or collection should be in good condition, relatively intact and be complete enough to provide a comprehensive understanding of its heritage value. If damaged, describe the nature and extent.
- 3. Changes made to the object or objects in the collection.**
If changes or adaptations have been made, either through repair or use, an object will only be considered for provincial designation if the changes have not diminished the object's heritage value.
- 4. Currently being stored in a different location or on loan.**
Objects in a collection should be related so that, together, they constitute a cohesive whole. The collection should be intact and is recommended to be housed in one location (although parts of the collection might be temporarily separated; for example, for a travelling exhibit).

2.4 Condition

Describe the current condition of the property, including an overview of any recent or needed repairs.

2.4.1 Maintenance

If damage was listed in Section 2.2, indicate when and how the damage will be addressed.

Has a plan been developed to guide ongoing maintenance and repair of the property?

Yes No

INFORMATION FOR SECTION 2.5 USE

For properties featuring Building & Structures

1. **Indicate the current use of the property.**
2. **Is the property's current use negatively affecting the heritage elements of the property?**
If so, how are these elements affected?
3. **Are there plans for continued use, reuse or redevelopment for the property?**

The long term viability and preservation of a designated property is more easily achieved if the property continues to

be occupied or regularly used. Indicate if reuse and/or development plans would improve the conservation of any heritage elements of the property and the anticipated impact on the elements.

4. **Risk of Demolition.**
Indicate if the property is subject to threats of demolition (e.g. poor condition, development, etc.).

INFORMATION FOR SECTION 2.5 USE - CONTINUED

For properties featuring Archaeological, Palaeontological or Geological Sites:

1. **Current use of the property.**
2. **Is the property's current use impacting the archaeological, palaeontological or geological components?**
Describe the nature of this impact.
3. **Are there plans for reuse, interpretation and/or development that would impact any**

archaeological, palaeontological or geological components of the property?

Describe these plans and the anticipated impact on the heritage components.

Personal Property:

1. **Is the object or collection currently being used?**
Describe this use and indicate what precautions are in place to protect the object or collection.

2.5 Use

Describe how the property is being used. It's important to note the current and potential future use of the property as it provides valuable information about the property's potential for long-term preservation.

Provincially significant properties are those that clearly reflect important events, places, people, organizations and institutions, or themes in the history and development of the province. These may be representative or exceptional examples of cultural, political, economic, social, demographic, scientific or religious events or trends. They may also reflect the activities of groups, institutions, corporate bodies and other organizations or individuals that have become provincially, nationally or internationally recognized.

A property's rarity, uniqueness, size or age, may be relevant for considerations, but, these factors do not always determine provincial significance. One of a kind, the last, the largest, the oldest, the earliest, or the best, are important supporting factors that enhance a property's heritage value and strengthen a nomination. If similar properties are known to exist in the province, a comparative study is to be included to assist with the evaluation of the property. Include no fewer than ten similar properties; if fewer than ten, provide an explanation. Note ways the properties are similar and explain why the nominated property is a better candidate for designation than the others.

Determining the provincial heritage significance begins by considering the Historical, Cultural and spiritual, Architectural, Scientific and Aesthetic significance.

To be designated, a property must meet the specific criteria in at least one of these areas.

It is not expected to meet more than one criteria but, if it does, it should be included to enhance the potential for designation.

3.1 Historical Significance

The historical significance of a property is based on its association with people, events, places or themes that are important in the human, geological or palaeontological history and development of Saskatchewan.

To be considered for provincial designation, a property should meet one or more of the following criteria:

- be associated with events, places, people, organizations or institutions which have made a lasting contribution to the economic, social, cultural, or political history and development of Saskatchewan;
- reflect important themes in the economic, social, cultural, or political history and development of Saskatchewan; or
- reflect an event, place, theme or other important aspect in the natural history and development of Saskatchewan.

When completing this section, answer the following:

1. What important event, person, organization or theme in the history and development of the province is represented?
2. Explain why the event, person, organization or theme is significant.
3. Explain how the event, person, organization or theme is associated with the property.

Section 3: Provincial Heritage Significance

3.1 Historical Significance Not applicable



Photo: C. Fehr, 2004

Historical Significance:

Association with the province's grain industry, specifically the important role of flour mills in the development of that industry.

The Esterhazy Flour Mill operated from 1906 until the mid-1980s, and is the oldest and most complete flour mill of heavy wood construction remaining in Saskatchewan.

INFORMATION FOR SECTION 3.2 CULTURAL AND/OR SPIRITUAL SIGNIFICANCE

Properties which contribute to a community's identity and social cohesion, or those that directly connect to a community's traditional way of life are considered culturally significant. Educational, recreational, social or other public values may also be important factors in determining cultural significance. Properties have intrinsic spiritual importance when they reflect a community's values and belief system.

To be considered, a property should meet one or more of the following criteria:

- be associated with a place of worship or a traditional or spiritual practice in the spiritual history of Saskatchewan; or
- be associated with a cultural tradition or a way of life that is of lasting interest and importance in the cultural or social history of Saskatchewan; or

- reflect the cultural expression of a past people which is of lasting interest and importance to living descendants and the broader Saskatchewan society.

When completing this section, answer the following:

1. What important tradition or custom in the cultural or social history of the province is represented?
2. Explain why the tradition or custom is significant.
3. Explain how the tradition or custom is associated with the property.

3.2 Cultural and/or Spiritual Significance

Not applicable



Spiritual Significance:

The symbolic meanings of the various carved figures. The petroglyph boulder is also valued by contemporary Indigenous People as an expression of their cultural heritage and as a tangible link to the past.

Swift Current Creek Petroglyph Boulder displays some of Saskatchewan's most outstanding examples of ancient rock art.

INFORMATION FOR SECTION 3.3 ARCHITECTURAL SIGNIFICANCE

Buildings and structures that exemplify or reflect the influence of an important architectural style or technology, and those that are associated with innovation or achievement in creative design and structural excellence, may be considered architecturally significant. Architectural detail and construction materials may also be important factors in determining architectural significance.

To be considered, a property should meet one or more of the following criteria:

- a representative work of a prominent architect in Saskatchewan's architectural history; or
- illustrate an innovative design or structural achievement important in Saskatchewan's architectural history and development; or
- reflect an architectural style, tradition, time

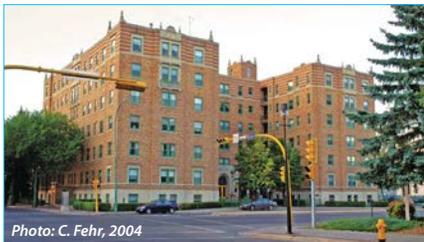
period or technology that is important in the history and development of Saskatchewan.

When completing this section, answer the following:

1. What important architectural style, tradition, time period or technology in the history and development of the province is represented?
2. Explain why the architectural style, tradition, time period or technology is significant.
3. Explain what architectural style, tradition, time period or technology is associated with the property.

3.3 Architectural Significance

Not applicable



Architectural Significance:

The overall Moorish style influence and the incorporation of attractive design features including the elegant front courtyard with open-arched arcade, alternating courses of red and light buff Claybank brick on the upper façade, fine hand-carved stonework, and interior detailing.

The Balfour Apartments were commissioned by prominent Regina lawyer James Balfour.

INFORMATION FOR SECTION 3.4 SCIENTIFIC SIGNIFICANCE

3.4 Scientific Significance

Not applicable

Properties that contain or have contributed original material which, through scientific study, has furthered (or has the potential to further) our understanding of the past, are scientifically significant. For heritage property, scientific significance normally applies to archaeological, palaeontological, or geological sites and objects.

Often, provincial scientific significance will be enhanced when individual sites are part of an aggregate of sites which, when taken together, represent a pattern of land use, a way of life, a time period, or a cultural landscape.

To be considered, a property should meet one or more of the following criteria:

- exhibit a diversity, uniqueness and/or high quality of cultural, fossil or geological material;
- represent or illustrate the development of taxonomical or biological type specimens or sites; or
- contain significant temporal, sedimentological, paleo-environmental, cultural or other contextual information that is significant to the cultural, geological or palaeontological development of Saskatchewan.

When completing this section, answer the following:

1. In what specific way(s) does the site or object contribute to the scientific understanding of the province's cultural, geological or palaeontological development?
2. Explain why the site or object is significant.



Scientific Significance:

Contains exceptionally well-preserved archaeological materials that enhances the scientific understanding of Indigenous history and adaptation on the Northern Plains over the past 6,000 years. Also an aggregate of different site types that clearly represent an ancient pattern of land use and a past way of life.

Opimihaw, is part of Wanuskewin Heritage Park.

INFORMATION FOR SECTION 3.5 AESTHETIC SIGNIFICANCE

Properties which display exceptional or innovative craftsmanship, style, technical skill, quality of design and beauty may be considered aesthetically significant. This can include innovative or traditional objects from aboriginal communities or folk cultures, high art, and landscapes such as gardens or parks.

To be considered, a property should meet one or more of the following criteria:

- illustrate exceptional or innovative craftsmanship, technical skill, quality of design and beauty that contributes to an understanding and appreciation of Saskatchewan history;
- illustrate a highly original or influential art form, craft or style which is important in the history of Saskatchewan; or

- reflect a particular style, design or artistic tradition that is important in the history and development of Saskatchewan; or
- be associated with a creative achievement in artistic or an ideological expression in Saskatchewan.

When completing this section, answer the following:

1. What important style, design or artistic tradition in the history and development of the province is represented?
2. Explain why the style, design or artistic tradition is significant.

3.5 Aesthetic Significance

Not applicable



Photo: C. Fehr, 2004

Aesthetic Significance:

Its representation of a rare Canadian example of a park developed according to a "City Beautiful" master plan. Featuring a mix of French and English landscape design, the grounds balance formal and picturesque views of the Legislative Building through the ordered use of formal gardens, monuments and open spaces.

The Legislative Building and Grounds.

INFORMATION FOR SECTION 3.6 CHARACTER-DEFINING ELEMENTS

Character-Defining Elements (CDEs) are features of the property that express its heritage value and must be retained if the heritage value is to be preserved. Identifying CDEs will clarify what features will be regulated by the province. CDEs are usually tangible features of a property (materials, forms, location and spatial configurations), but in some cases, can be intangible features such as uses, cultural associations or meanings.

Types of character-defining elements

Categorizing CDEs by type should capture the features that express its heritage value and make it easier for the property owner to make conservation decisions.

- form (scale, massing and composition);
- spatial configuration (interior layout, exterior spatial relationships among structures or other features within the property or between the property and its broader setting);
- functional features;
- materials;
- the ways in which people use the historic place;
- customs and traditions that were or continue to be associated with a historic place.

This section should be written in point-form. It is more than a list of property features. Each identified character-defining element should be explicitly linked to a specific heritage value that has been described in the nomination.

3.6 Character-Defining Elements

What are the Character-Defining Elements of the property? Defining elements will clarify what features will be regulated by the province.



Territorial Administrative Building

Character-defining elements that reflect:

- construction as a government building of the late 19th century, such as stone foundation and brick construction
- history as part of a larger government complex, such as the building's orientation to the north;
- second empire architecture, such as the mansard roof with symmetrical inset dormer windows, arched windows and the material and design of existing wooden windows;
- interior woodwork, such as the doors and frames as well as the wainscoting along the first and second-storey hallways.

Reference materials available online:

- *Standards and Guidelines for the Conservation of Historic Places in Canada*
- *Canadian Register of Historic Places Writing Statements of Significance Guide.*
- *U.S. National Park Service Preservation Brief Architectural Character – Identifying the Visual Aspects of Historic Buildings as an Aid to Preserving their Character.* Assists to identify the elements or features that give the building its visual character.
- *Identifying Architectural Styles in Manitoba.* Assists in identifying popular architectural styles found in the prairies.

Section 4: Public Support

Please provide letters of support for the designation. - List letters included with this nomination

Letters of support from individuals, organizations or the municipality demonstrate the support for the designation. The Heritage Conservation Branch or Saskatchewan Heritage Foundation may contact the letter writers for more information. If there is not a letter from the municipality they may be contacted as part of the review process. Letters of support are encouraged but not mandatory, and form letters are discouraged.

Letters of support should include the following:

- Rationale for support
- Contact details (address, phone number and email address)
- Organizations/agency: on letterhead
- Individuals: Detail relationship to nominator and property owner, if applicable

Section 5: Sources / Bibliography

A well-researched nomination will draw upon multiple sources of information to support the argument for provincial significance.

The Saskatchewan Heritage Foundation and the Heritage Conservation Branch may access the sources used by the nominator for further information or clarification. A bibliography allows quick access to the information.

5.1 Publications

- Author Last Name • Author First Name • Title • Publication Date

5.2 Periodicals

- Author Last Name • Author First Name • “Article Title.” • Publication date
- Periodical Name and Volume Number (if applicable)

5.3 Printed material from web

- Author • Title of Publication • Date retrieved • Web Address (URL)

5.5 Personal Interviews

- Name of Interviewee • Name of Interviewer • Interview Date

5.4 Archives

Include references to any files consulted, and the agency where the files are located.

- Name of Archive or Repository • Name of File or Record • City • Province • Country.

Citing Sources

When using footnotes or endnotes, you should provide the name of the source, title and page number for each reference. You should NOT use the same number twice, even when referencing the same document. Find the Chicago Manual of Style or the MLA Handbook online for suggestions on how to number your footnote/endnote entries.

The nominator will be contacted if there is difficulty locating a source used.

APPENDIX I: Resources for Researchers

- Use both primary and secondary sources
- Be as thorough as possible
- Use all relevant information
- Specific sources may contain potential bias or even factual error so check as many sources of information as possible.
- Check the author's sources (or bibliography) to assure the author's thoroughness and additional leads

Where to find information

- Archives
- Libraries
- Museums
- Government offices
- Businesses
- Private owners
- Universities, etc.

Archives, libraries and museums are always the best places to start because of their mandate to collect information and make it available for research purposes.

As you find information, more will appear. It's not likely all information needed will be in one place, so be prepared to look around.

Useful online resources

Archives:

- Archives Canada
- Glenbow Library and Archives
- Hudson's Bay Company Archives
- Library and Archives Canada
- Saskatchewan Archival Information Network
- Provincial Archives of Saskatchewan
- Saskatchewan Council of Archives & Archivists
- Saskatchewan Indigenous Cultural Centre
- Saskatchewan News Index 1884-2004
- SaskHistory Online
- University of Regina Archives
- University of Saskatchewan Archives
- Western Development Museum Archival Collection

Libraries:

- AMICUS – Canadian National Catalogue
- Canadian Library Gateway
- Glenbow Museum – Library
- Library and Archives Canada
- Regina Public Library – Prairie History Room
- Saskatchewan Legislative Library
- Saskatchewan Libraries
- Saskatoon Public Library
- Local History Room - Saskatoon Public Library
- University of Regina Library
- University of Saskatchewan Library

Museums:

- Glenbow Museum – Collections
- Museums Association of Saskatchewan
- Virtual Museum of Métis History & Culture
- Western Development Museum

Research and General Information:

- The Canadian Register of Historic Places
- Canadian Heritage Information Network
- Dictionary of Canadian Biography
- Ministry of Parks, Culture & Sport

What to look for

Records providing the most useful information for preparing a nomination will depend on the type of property being nominated. Here is a list of some helpful records.

Land Title records are available online from the **Information Services Corporation**. These records contain information including the name and address of the current property owner, the legal land description, and the names of individuals or organizations that have a registered interest on the title (such as creditors). You can do a full historical title search to reveal the names of the first and subsequent property owners including dates of ownership. It will also show if a property is already designated as a Municipal or a Provincial Heritage Property.

Survey Plans are available from **Geomatics** and show the precise area to which a particular land title applies. **Geomatics** is a branch of the **Information Services Corporation** and they also have a collection of surveyor maps and notebooks, that may help determine what structures were on a property in the past.

Building Permits, issued by a municipality and available from municipal offices or municipal archives. These could tell you when a building was constructed, when significant additions were made as well as the architect and construction contractor.

Tax Assessment Rolls are created by municipalities to record the assessed value of properties for tax purposes. The name of the owner is recorded, as well as some information about the building.

Architectural Drawings and associated building specification reports are an invaluable source of information about a building, but difficult to locate. Current building owners or previous owners may have architectural drawings. Drawings for provincially-owned heritage buildings are usually available from Saskatchewan Ministry of Central Services. Architectural firms keep collections produced

by current or former members, while others have donated collections of drawings to the Provincial Archives of Saskatchewan.

Fire Insurance Maps are schematic diagrams of urban areas produced to inform insurance companies what buildings existed, what materials they were made of, and where they were in relation to other buildings. They may be useful for determining what additions and alterations have been made to a building, and what the streetscape looked like at a particular time. Available at the Provincial Archives of Saskatchewan the City of Regina Archives and some in local museums. Fire Insurance Maps were not produced for all communities.

Annual Reports of businesses or provincial government ministries can be useful especially when researching government-owned heritage buildings, and are typically at the Provincial Archives of Saskatchewan.

Directories published by companies and organizations at various times for various purposes, may also be useful. The **Henderson's Directories**, were published annually for some communities and list building occupants and occupations. These can be found in local libraries and from the Provincial Archives of Saskatchewan. Business directories are also published from time to time. Remember that the information compile for these directories was received from businesses, and the accuracy is not generally verified.

Biographical Directories such as **N. F. Black's History of Saskatchewan and the North West Territories**, published in 1912, or John Hawkes' **The Story of Saskatchewan and its People**, published in 1924, may provide information about people associated with various properties.

Local Histories, where available, often contain a useful summary of a property's history. They are particularly useful as a source of information or opinion from local people as well as a good source of photographs from the private collections.

Newspapers may be useful sources of information on events, people, building construction, business, etc however not indexed for quick reference. Most Saskatchewan community newspapers are on microfilm at the Provincial Archives of Saskatchewan and in some public libraries. Community museums sometimes have copies of their local paper. The *Saskatchewan News Index* has a searchable index of many stories published in Saskatchewan newspapers between 1884 and 2004.

Eaton's Catalogues were a major source for goods and materials in Saskatchewan, and are now useful sources of information about when items were available, the original cost, and the manufacturer. You can find these in many museums, including the Western Development Museum Curatorial Centre.

Historical Photographs provide a vivid form of information. Collections are available from the Provincial Archives of Saskatchewan, the Saskatoon Public Library - Local History Room, the Saskatchewan History and Folklore Society and in many local museums and municipal archives. A large collection including over 40,000 images (B/W and colour slide) of historic buildings photographed since 1980 are at the Provincial Archives of Saskatchewan.

Archaeological and Paleontological Site Inventories contain information on over 20,000 recorded archaeological and paleontological sites in Saskatchewan. The inventory is fully computerized and linked to a geographical information system. Contact the Heritage Conservation Branch for access.

Palaeontological Research Reports are routinely produced by the Royal Saskatchewan Museum (RSM). The RSM's fossil research station in Eastend focuses on field research and collecting and other research and analysis to better understand Saskatchewan's palaeontological history.

Archaeological Research Reports are produced whenever archaeological sites are investigated. *The Heritage Property Act* requires all land development, that may disturb or damage heritage sites, undertake a heritage resource impact assessments or other protective measures. These reports may be available for review through the Heritage Conservation Branch.

In some cases, an archaeological, palaeontological and geological site being nominated may require additional scientific research. This requires trained professionals, and permits. For more information, contact the Heritage Conservation Branch.

Statements of Significance are developed for heritage properties already recognized or designated, such as Municipal or Provincial Heritage Property. These brief statements explain the heritage value and its heritage character defining elements, and may be useful for comparing a candidate with other similar sites that have already been designated. Statements of Significance may be found either on the Canadian Register of Historic Places or the Saskatchewan Register of Heritage Property.

Contextual Information

To effectively use information to evaluate the heritage value of a property, it must be set into a provincial context.

For example, to assess a site associated with a Saskatchewan industry, the overall development and importance of that industry in Saskatchewan needs to be considered. You must define the relationship between the specific history of the property and the general themes associated with it.

This is often best achieved by reviewing secondary sources from unpublished MA and PhD dissertations, to articles, monographs and books. Journals such as *Folklore* and *Prairie Forum* publish articles on various aspects of Saskatchewan history. The Regina Public Library's Prairie History Room and the Local History Room at the Saskatoon Public Library specialize in works on Saskatchewan history. The Heritage Conservation Branch's online register of provincially and municipally designated properties may provide information on similar properties for comparison purposes.

Properties being nominated for provincial designation may require additional research to determine its relative importance, including its age, cultural association, function, integrity and how it compares with other similar sites in the province.

Sources

MA and PhD Dissertations

- National Library and Archive's AMICUS database which contains the catalogue listings of holdings, including unpublished dissertations, in libraries across Canada.
- University of Regina Theses
- University of Saskatchewan Theses

Books about Saskatchewan History

- *Perspectives of Saskatchewan* edited by Jene Porter, published in 2009
- *Saskatchewan Agriculture: Lives past and present* by Lisa Dale-Burnett, published in 2006

- *Saskatchewan: A New History* by Bill Waiser, published in 2005
- *The Encyclopaedia of Saskatchewan* produced by the Canadian Plains Research Centre, published in 2005.
- *Province with a Heart: Celebrating 100 years in Saskatchewan* by Randy Boswell, published in 2005.
- *The Canadian Prairies: A History* by Gerald Friesen, published in 1984
- *Saskatchewan: A History* by John Archer, published in 1980.
- *The Saskatchewan Bibliography* by Ved Arora.
- *Bibliography of the Prairie Provinces to 1953* by Bruce Peel, also available on-line at <http://peel.library.ualberta.ca>
- *Western Canada Since 1870: A Select Bibliography* by Alan Artibise

Books about Saskatchewan Archaeology

- *The Buffalo People* by Liz Bryan published in 1991.
- *Tracking Ancient Hunters: Prehistoric Archaeology in Saskatchewan*, edited by Henry Epp and Ian Dyck, published in 1983.
- *Out of the Past: Sites, Digs and Artifacts in the Saskatoon Area*, edited by Urve Linnamae and Tim E.H. Jones, published in 1988.
- *Annotated bibliography of Saskatchewan archaeology and prehistory*, edited by Tim E.H. Jones, published in 1988.

Books about Canadian Architecture

- *A Guide to Canadian Architectural Styles* by Leslie Maitland, Jacqueline Hucker and Shannon Ricketts
- *Architectural Styles and Traditions in Manitoba* by the Government of Manitoba
- *A History of Canadian Architecture* by Harold Kalman
- *Canadian Pacific Western Depots* by Charles Bohi and Les Kozma
- *Canadian National's Western Stations* by Charles Bohi and Les Kozma
- *Barns of Western Canada* by Bob Hainstock
- *Historic Architecture of Saskatchewan*, by the Saskatchewan Association of Architects

Email Completed Nomination Form:

Once completed - use the submit button below to send your submission through email.

NOTE: Have all your supporting documents ready to attach to the email.

or

Mail Completed Nomination Form:

Once completed - print out this fully filled-in submission form, along with all your supporting documents and mail to:

Ministry of Parks, Culture and Sport

**Heritage Conservation Branch,
2nd Floor – 3211 Albert Street
Regina, Saskatchewan S4S5W6**

saskatchewan.ca

Saskatchewan! 

April 2020

CITY OF HUMBOLDT REPORT

TITLE: Wastewater Hauling Request
PREPARED BY: Peter Bergquist, P.Tech; Public Works and Utilities Director
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That Administration be authorized to engage selected wastewater hauling service provider(s) to trial private wastewater haulers usage of the new Wastewater Treatment Facility.

BACKGROUND

The City's new Wastewater Treatment Facility is nearing completion. It includes a truck dump port intended for internal City use. This port is not metered nor designed for public access, as configuring it for public use would have significantly increased costs.

Local sewage haulers have approached the City, citing pressure from the Water Security Agency (WSA) to transition away from land application methods. These haulers service two types of sewage systems:

Sewage Holding Tanks – Common in smaller properties (e.g., around Humboldt Lake), these tanks store wastewater and are emptied periodically (every 1 to 6 months). The waste is similar in composition to municipal residential sewage.

Septic Tanks – Found on larger rural properties, these systems separate liquids and solids. Liquids are pumped out regularly, while solids decompose in the tank and are removed every 1 to 5 years. The resulting sludge has a higher concentration of bacteria and requires further assessment before acceptance.

CURRENT SITUATION

Two formal requests have been received regarding wastewater hauling to the new facility:

1. RM of Humboldt & WSA Inquiry

The Water Security Agency (WSA) is considering restrictions on permits for rural field land application. In response, a local hauler—S&R Vac Services—discussed the issue with the RM of Humboldt, which subsequently contacted the City to explore the possibility of accepting sewage from local haulers. The WSA has also reached out directly to the City regarding this matter.

Preliminary assessments indicate that Sewage Holding Tank waste could be accepted without negatively impacting the treatment process. However, Septic Tank sludge, due to its concentrated bacterial load, requires further evaluation before acceptance.

2. S&R Vac Services Request – Aspen Power Generation Station

S&R Vac Services has requested that Humboldt’s facility be designated as a backup disposal site for wastewater generated by the temporary worker camp at the New Aspen Power Generation Station near Guernsey. The waste is expected to be similar in composition to standard municipal wastewater.

While land application remains their primary disposal method, winter conditions may necessitate hauling to Humboldt. The estimated maximum volume is 6 m³/day, which is minimal compared to the current lagoon intake of 1,500–2,500 m³/day, depending on the season.

Current Receiving Setup

The facility’s receiving pipe is designed for internal use, such as contractor cleaning of sewer mains and manholes. It includes basic screening for solids but cannot handle gravel or larger debris. Access control is limited, and the site is gated without provisions for public entry.

Comparison to Typical Public Dump Sites

Public wastewater hauler dump stations typically include:

- Dumping Pads
 - Sloped concrete with containment curbs
 - Standard hose connections (e.g., camlocks)
 - Drainage to pretreatment units
 - Wash-down stations and splash guards
- Screening Equipment
 - Mechanical screeners (e.g., augers, rotating drums)
 - Integrated grinders and rock traps
 - Dewatering and compacting units

- Monitoring & Measurement
 - Flow meters for volume tracking
 - Sensors for pH, temperature, and waste characteristics
 - SCADA integration for remote monitoring
 - Automated logging of hauler ID, time, volume, and waste type
 - Invoicing systems
- Access Control
 - RFID or key card systems
 - Automated gates/valves
 - Permit-based entry
 - Time-restricted access

OPTIONS

- Approve the recommendation as presented
- Decline to receive external wastewater from haulers
- Modify the terms and expectations of the trial

ATTACHMENTS

- N/A

COMMUNICATION AND ENGAGEMENT

Pending Council's decision, Administration will:

1. Further engage selected wastewater hauling companies to initiate a controlled trial
2. Consult other municipalities to compare hauler disposal rates
3. Monitor and evaluate the trial, reporting back to Council

FINANCIAL IMPLICATION

The facility is designed to serve a population of 10,000, while the current population is approximately 6,300. If the trial proves operationally feasible and financially beneficial, revenue from hauler fees could contribute to offsetting the facility's construction loan over time.

CONCLUSION

Administration supports a limited trial to receive holding tank waste only. Administration recommends starting with one local provider as a manageable starting point for monitoring and evaluation. The trial will proceed only once the facility is ready and a fair disposal rate is established.



CITY OF HUMBOLDT REPORT

TITLE: Community Safety Vehicle Replacement

PREPARED BY: Connor Piller, Finance Manager

REVIEWED BY: Joe Day, City Manager

PREPARED FOR: Executive Committee

DATE: October 14, 2025

RECOMMENDATION

That Administration be authorized to seek proposals for a new vehicle, including necessary equipment for CSO operations, and further that the Administration not proceed with purchasing the SUV from Humboldt Ambulance Service pursuant to the August 25th, 2025 Council resolution.

BACKGROUND

At the August 25, 2025, Council Meeting, a resolution was made to sole source the purchase an SUV from the Humboldt Ambulance Service (HAS) for \$35,000 to provide a second vehicle for Bylaw enforcement. There was also the approval to spend an additional amount estimated at \$10,000 to move the emergency equipment from the existing Tahoe over to the SUV that was proposed to be purchased.

Since the abovementioned resolution was made, further information has come to light. The partition from the Tahoe would need to be modified to work in the SUV, and will result in costs that, when added to the other equipment costs, will far exceed the anticipated \$10,000 figure approved by City Council. There exists the possibility that costs could escalate up to \$30,000 if only a small amount of equipment could be moved over to the SUV.

Further, the cost of a brand new properly configured “police” vehicle is lower than what as understood at the time of writing the August 25th report.

CURRENT SITUATION

City staff have obtained estimates from local dealerships for a 2025-26 police interceptor model vehicle. An interceptor model is made with protective services in mind and has only a basic interior but is reinforced and enhanced in areas such as suspension, frame, and engine capacity. The estimates range from \$61,000 to \$71,000 after applicable taxes.

Alongside the quotes for an interceptor, staff have been working with a qualified business to price the outfitting of the new vehicle. The goal is still to use the Tahoe as a donor vehicle and transfer as much equipment as possible, however, it is currently unclear which equipment can be transferred. If no equipment can be transferred, the cost to outfit the vehicle with all new equipment would be upwards of \$30,000.

OPTIONS

1. Approve the recommendation as presented.
2. Not approve of the recommendation and refer this matter back to Administration.

ATTACHMENTS

N/A

COMMUNICATION AND ENGAGEMENT

N/A

FINANCIAL IMPLICATION

At the August 25th, 2025 meeting City Council approved an expenditure of approximately \$45,000 for the anticipated cost to purchase and equip a used SUV to serve as a second CSO vehicle. The funds were to come fully from the Fire Fleet Reserve.

Administration is now seeking approval to pursue the purchase of a new vehicle purposely designed for policing activities, and the outfitting of that vehicle to serve as the second CSO vehicle. The estimated cost for purchase is \$61,000 to \$71,000 with equipment costs estimated at up to \$30,000. The cost for this purchase would be funded from a draw from the Fire Fleet reserve.

The estimated annual expense to the fleet reserve for eventual replacement of this vehicle is estimated at \$5,100.

CONCLUSION

With additional information gathered since the writing of the August 25th, 2025 report, Administration is revising its recommendation on the type of vehicle to purchase as a second CSO vehicle.



CITY OF HUMBOLDT REPORT

TITLE: Village of Muenster – Bylaw Tender
PREPARED BY: Connor Piller, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 15, 2025

RECOMMENDATION

That this report be received and filed for information.

BACKGROUND

In July of 2025, the City engaged in contracts with the Towns of Lanigan and Watson for the provision of CSO Services as a pilot project. It is the opinion of Administration that these efforts are successful and mutually beneficial. As a result, Administration has been actively attempting to cultivate similar relationships with other municipalities within the surrounding area.

CURRENT SITUATION

On September 23, 2025, the Village of Muenster issued a call for tenders for bylaw enforcement services twice per month with a closing date of October 10, 2025. The contract is limited to one year with the possibility of renewal upon mutual agreement.

Given the sentiment Council has expressed regarding the Regional CSO program as well as the priorities identified during previous strategic planning meetings, City Administration saw it prudent to submit a tender proposal on behalf of the City of Humboldt. That proposal is conditional on the later approval of Humboldt City Council.

OPTIONS

- 1) Approve the recommendation as presented.
- 2) Not approve the recommendation as presented.

ATTACHMENTS

- None

COMMUNICATION AND ENGAGEMENT

N/A



FINANCIAL IMPLICATIONS

The proposed fee schedule submitted was for an amount to provide services which includes staffing expenses, Admin/Service Fees, and Mileage. On top of those fees, the city included a modest premium.

CONCLUSION

The City has an opportunity to both further develop its Regional CSO program as well as strengthen its relationship with a nearby municipality.



CITY OF HUMBOLDT REPORT

TITLE: Humboldt Holiday Trail
PREPARED BY: Angie Rolheiser, Communications Coordinator
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: Executive Committee
DATE: October 14, 2025

RECOMMENDATION

That Executive Committee supports the revamp of the Festival of Lights to a ‘Holiday Trail’ at the Humboldt Campground.

BACKGROUND

The festival of lights was previously organized by the Chamber of Commerce at the Humboldt Historic Campground. For the event, businesses would ‘sponsor’ a campsite and put up their own display which would be open to visitors and residents every night during the Holiday season.

CURRENT SITUATION

The City took over the Campground and the Visitor Information Center (“VIC”) in 2024. Considering this, Administration (the Communications Coordinator) is working to rejuvenate the campground light display for the season with a “Holiday Trail” (formerly “Festival of Lights”) with displays at each site as well as add more lights along the campground route creating a Hallmark type of atmosphere for residents and visitors to enjoy. We are approaching businesses for sponsorship to purchase lights/decorations/displays, or to sponsor their own campsite set-up. We would also like to ask residents for donations of no longer wanted outdoor decorations.

In December 2024, the City of Humboldt was selected as one of 65 recipients of the Nutrien Building Stronger Communities Together grant worth \$2500 to be used for such an event. With time being the main factor in being unable to use the grant when it was awarded, Nutrien has agreed to the grant money being used for the 2025 Holiday season.

COMMUNICATION AND ENGAGEMENT

In recent discussions with business owners in Humboldt, there is interest from the business community to participate in this event, and feedback on revitalizing the attraction and renaming it “Humboldt Holiday Trail” has been positive. Non-profit groups are also invited to set up a display as well.

The format of the ‘Holiday Trail’ at the campground would be as follows:

- Open on weekends in December leading up to Christmas. Dec 5,6,7,12,13,14,19,20,21 from 6:30 to 8:30. We will also add Monday, December 22 and Tuesday, December 23 from 6:30 p.m. to 8:30 p.m. to have some dates closer to Christmas. One of those would be a walk-thru night for a different experience.
- There will be admission at the gate with non-profit volunteers working each night to earn the proceeds. Each group can choose to have additional fundraisers at the gate by offering hot chocolate, snacks, etc. to attendees.
- City of Humboldt employees will be asked to volunteer at the gate for a night as well with proceeds going back into the Holiday Trail for next year.

OPTIONS

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

ATTACHMENTS

None.

COMMUNICATION AND ENGAGEMENT

None at this time.

FINANCIAL IMPLICATION

None.

CONCLUSION

The Festival of Lights was a holiday season highlight for the community, and a rejuvenated “Holiday Trail” would provide a unique point of interest for residents and visitors alike while bringing back a traditional event to the City.