



City of Humboldt
January 26, 2026 - Regular Council Meeting - 05:30 PM

- 1 **Call To Order**
- 2 **Land Acknowledgement**
- 3 **Adopt Agenda**
- 3.1 Conflict of Interest
- 4 **Public Acknowledgement**
- 5 **Approve Minutes**
- 5.1 Special Meeting of Council held December 15, 2025
 - 📎 Minutes of the Special Meeting of Council held December 15, 2025
- 5.2 Special Meeting of Council held January 19, 2026
 - 📎 Minutes of the Special Meeting of Council held January 19, 2026
- 6 **Delegations**
- 7 **Correspondence**
- 7.1 "A" Items Requiring Council Resolution
- 7.2 "B" Items Received for Information Only
- 8 **Committee Reports**
- 8.1 Executive Committee Meeting held January 12, 2026
 - 📎 Minutes of the Executive Committee Meeting held January 12, 2026
- 8.2 Humboldt & District Museum and Gallery Board
 - 📎 Minutes of the Humboldt & District Museum and Gallery Board meeting held November 13, 2025
 - 📎 Minutes of the Humboldt & District Museum and Gallery Board meeting held December 11, 2025
- 8.3 Humboldt Golf Course Governance Committee
 - 📎 Minutes- Humboldt Golf Course Governance Committee
- 8.4 REACT Waste Management District
 - 📎 Minutes REACT Waste Management District meeting held December 18, 2025
- 9 **Bylaws**
- 10 **New Business**
- 10.1 Recommendation- Director of Corporate Services/City Clerk - City Council appointment to Boards and Committees

- 10.2  Report - City Council appointment to Boards and Committees
Recommendation - Director of Corporate Services - Council appointments to Board and Committees
- 10.3  Report - Council appointments to Board and Committees
Recommendation - Director of Corporate Services/City Clerk - Council Appointment to City Positions
- 10.4  Report - Council Appointment to City Positions
Recommendation - Director of Corporate Services/City Clerk - Municipal Revenue Sharing Eligibility
- 10.5  Report- Municipal Revenue Sharing Eligibility
Recommendation- Finance Manager - Official Donation Receipt Projects Eligibility
- 10.6  Report - Official Donation Receipt Projects Eligibility
Recommendation - Finance Manager - Security Clearance Check Policy
- 10.7  Report - Security Clearance Check Policy
Recommendation - Director of Community & Leisure Services - Enabling Accessibility Fund - Convention Centre Washrooms
- 10.8  Report - Enabling Accessibility Fund - Convention Centre Washrooms
Recommendation - Director of Community & Leisure Services - EPA Enhancement and Expansion Review
- 10.9  Report- EPA Enhancement and Expansion Review
Recommendation - Director of Public Works - Collector Roadway Design for Subdivision Development
- 10.9  Report - Collector Roadway Design for Subdivision Development
- 11 **Enquiries**
- 13 **Adjourn**



**City of Humboldt
Meeting Minutes**

Special Meeting of Council December 15, 2025 - 05:30 PM

- PRESENT:
- Mayor Rob Muench
 - Councillor Larry Jorgenson
 - Councillor Roger Korte
 - Councillor Sarah McInnis
 - Councillor Dave Rowe
 - Councillor Marilyn Scott
 - Councillor Karen Siermachesky
 - City Manager Joe Day
 - Director of Corporate Services/City Clerk Lori Yaworski
 - Director of Protective Services/Fire Chief Mike Kwasnica
 - Director of Public Works Peter Bergquist
 - Marketing and Development Manager Jarrett Delbridge
 - Communications Coordinator Angie Rotheiser
 - Director of Cultural Services via Zoom Jennifer Fitzpatrick

1 Call To Order

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

2 Land Acknowledgement

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

Resolution:
2025.435

3 Adopt Agenda

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

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

Mayor – Rob Muench

City Clerk – Lori Yaworski

4 Public Acknowledgement

Councillor Siermachesky acknowledged the Humboldt Broncos and Coach Brayden Klimosko on their involvement in community events and volunteering their time and talents with local organizations.

Councillor McInnis acknowledged the Humboldt Kinette’s on the Christmas Cheer campaign. This year, 70 Christmas hampers were distributed to families in the area.

She also acknowledged the elementary schools on their Christmas concerts and thanked teachers and school staff for their extra work with the kids to make them happen.

Mayor Muench acknowledged the many Christmas events in the community this year starting with the Humboldt Downtown Business Improvement District (BID) on the second annual Santa Claus parade that took place in conjunction with Moonlight Madness on November 20th. Mayor Muench also thanked the City of Humboldt staff for their work on the Annual Community Tree Lighting at Civic at Civic Park as well as the inaugural Humboldt Holiday Trail at the Campground. He noted that it was amazing to see the community come together to create displays and to see that support that has been given to local charities through gate admissions. He acknowledged events at the Museum and Gallery including the Friends Festival Auction and the many Santa visit events through December.

Mayor Muench acknowledged the Good Neighbour Store on their funds dispersal last week that saw \$400,000 donated to 50 community groups in Humboldt and Area.

5 Public Hearing

6 Approve Minutes

Resolution:
2025.436

6.1 Regular Meeting of Council held November 24, 2025

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

That the Minutes of the Regular Meeting of Council held November 24, 2025, be approved as recorded and circulated.

CARRIED

Resolution:
2025.437

6.2 2026 Budget Meeting of Council held December 1, 2025

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

That the Minutes of the 2026 Budget Meeting of Council held December 1, 2025, be approved as recorded and circulated.

CARRIED

7 Delegations

Mayor – Rob Muench

City Clerk – Lori Yaworski

8 Correspondence

8.1 "A" Items Requiring Council Resolution

Resolution: 2025.438
8.2 "B" Items Received for Information Only
Moved By: Councillor Dave Rowe
Seconded By: Councillor Marilyn Scott

That the following correspondence be accepted for information:

1. Government of Saskatchewan - Ministry of Education - School Nutiriton Programs

CARRIED

8.3 Vacate Chair

Mayor Muench vacated the Chair and Deputy Mayor Korte presided at 5:35 p.m.

9 Committee Reports

Resolution: 2025.439
9.1 Executive Committee Meeting held December 8, 2025
Moved By: Councillor Sarah McInnis
Seconded By: Councillor Dave Rowe

That the Minutes of the Executive Committee Meeting held December 8, 2025, be accepted for information.

CARRIED

Resolution: 2025.440
9.2 Humboldt and District Museum and Gallery Board meeting held October 9, 2025
Moved By: Councillor Karen Siermachesky
Seconded By: Councillor Sarah McInnis

That the Minutes of the Humboldt & District Museum and Gallery Board meeting held October 9, 2025, be approved as presented.

CARRIED

Resolution: 2025.441
9.3 Humboldt Broncos Memorial Committee
Moved By: Mayor Rob Muench
Seconded By: Councillor Sarah McInnis

That the Minutes of the Humboldt Broncos Memorial Committee meeting held October 21, 2025, be accepted for information.

CARRIED

10 Bylaws

Resolution: 2025.442
10.1 Recommendation - Director of Public Works-Bylaw 18/2025 - 2026 Water and Sewer Rates Bylaw
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED

Mayor – Rob Muench

City Clerk – Lori Yaworski

Resolution: 2025.443 10.2 Bylaw No. 18/2025 - 2026 Water and Sewer Rates (First Reading)
Moved By: Councillor Marilyn Scott
Seconded By: Councillor Larry Jorgenson

Resolved that Bylaw No.18/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No.10/2022, be introduced and read a first time.

CARRIED

Resolution: 2025.444 10.3 Bylaw No. 18/2025 - 2026 Water and Sewer Rates (Second Reading)
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No.18/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No.10/2022, be read a second time.

CARRIED

Resolution: 2025.445 10.4 Bylaw No. 18/2025 - 2026 Water and Sewer Rates (Give All Three Readings)
Moved By: Mayor Rob Muench
Seconded By: Councillor Dave Rowe

Resolved that Bylaw No.18/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No.10/2022, be given all three readings at this meeting.

CARRIED

Resolution: 2025.446 10.5 Bylaw No. 18/2025 - 2026 Water and Sewer Rates (Third Reading)
Moved By: Councillor Larry Jorgenson
Seconded By: Councillor Karen Siermachesky

Resolved that Bylaw No.18/2025, being a bylaw to authorize amendments to the Water and Sewer rates Bylaw No.10/2022, be read a third time and now be adopted.

10.6 Resume Chair

Mayor Muench resumed the Chair, the time being 5:42 p.m.

Mayor – Rob Muench

City Clerk – Lori Yaworski

11 New Business

Resolution: 2025.447 **11.1 Recommendation - Director of Corporate Services/City Clerk-2026 Executive Committee & Council Meeting Schedule**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That Council approve the Executive Committee and Council meeting schedule for 2026 as follows:

	Executive Committee	Council Meeting
January	January 12 @ 5:30 p.m.	January 26 @ 5:30 p.m.
February	February 9 @ 5:30 p.m.	February 23 @ 5:30 p.m.
March	March 9 @ 5:30 p.m.	March 23 @ 5:30 p.m.
April	April 6 @ 5:30 p.m.	April 27 @ 5:30 p.m.
May	May 11 @ 5:30 p.m.	May 25 @ 5:30 p.m.
June	June 9 @ 5:30 p.m.	June 22 @ 5:30 p.m.
July	July 13 @ 5:30 p.m.	July 27 @ 5:30 p.m.
August	August 10 @ 5:30 p.m.	August 24 @ 5:30 p.m.
September	September 14 @ 5:30 p.m.	September 28 @ 5:30 p.m.
October	Tuesday, October 13 @ 5:30 p.m.	October 26 @ 5:30 p.m.
November	November 9 @ 5:30 p.m.	November 23 @ 5:30 p.m.
December	December 7 @ 5:30 p.m.	December 28 – Cancelled

Special Council Meetings:

Budget Meeting	November 30 th @ 9:00 a.m.
Special Council Meeting	December 14 @ 5:30 p.m.

CARRIED

Resolution: 2025.448 **11.2 Recommendation - Marketing & Development Manager - Response to Walnut Grove**
Moved By: Councillor Roger Korte
Seconded By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED

12 Enquiries

Mayor Muench conveyed a concern expressed by a patron regarding the dressing room facilities at the Arena. The patron reported that many of the toilets in the dressing rooms appear to be constantly running, which may indicate a maintenance issue. Additionally, there have been complaints about the persistent odor of urine in the dressing rooms. As the Director of Community & Leisure Services was absent at the time of the meeting, the City

 Mayor – Rob Muench

 City Clerk – Lori Yaworski

Manager has committed to passing this information along to the Director and relevant staff for their attention and action.

Councillor Rowe inquired about the progress of getting the Jacob Leicht outdoor rink operating for the season; and then if there could be some media posting to promote it when it is available for use.

Councillor McInnis provided an update on the community run ice surface that is being built at Bill Brecht Park.

Resolution: 13
2025.449

Committee of the Whole

Moved By: Councillor Dave Rowe

Seconded By: Councillor Marilyn Scott

That we sit in a private session as Committee of the Whole, the time being 5:55 p.m.

CARRIED

13.1 Authority

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

13.2 Present in the Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, City Manager Joe Day, Director of Corporate Service Lori Yaworski, Marketing & Development Manager Jarrett Delbridge, Communications Coordinator Angie Rolheiser.

13.3 Marketing and Development Manager - Northeast Housing Cooperative Request for Concessions

Councillor Rowe left the meeting at 6:15 p.m.

Resolution: 13.4
2025.450

Revert

Moved By: Councillor Roger Korte

Seconded By: Councillor Marilyn Scott

That Council revert to the Regular Meeting, the time being 6:35 p.m.

CARRIED

Resolution: 13.5
2025.451

Recommendation - Marketing and Development Manager- Northeast Housing Cooperative Request for Concessions

Moved By: Councillor Roger Korte

Seconded By: Councillor Sarah McInnis

That Council refer this matter back to administration to collaborate with the Northeast Housing Cooperative on finalizing the project scope and confirming a location, to gain a clearer understanding of the financial impacts associated with the development.

CARRIED

Mayor – Rob Muench

City Clerk – Lori Yaworski

Resolution: 14
2025.452

Adjourn

Moved By: Councillor Larry Jorgenson

Seconded By: Councillor Marilyn Scott

That we do now adjourn, the time being 6:34 p.m.

CARRIED

Mayor – Rob Muench

City Clerk – Lori Yaworski



City of Humboldt

Meeting Minutes

Special Council Meeting January 19, 2026 - 05:00 PM

PRESENT: Mayor Rob Muench
Councillor Larry Jorgenson
Councillor Roger Korte
Councillor Dave Rowe
Councillor Marilyn Scott
Councillor Karen Siermachesky
Director of Corporate Services/City Clerk Lori Yaworski

1 Call To Order

Mayor Muench called the meeting to order at 5:00 p.m.

CARRIED

2 Land Acknowledgement

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

Resolution:
2025.453

3 Adopt Agenda

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

That the agenda be adopted as presented.

CARRIED

3.1 Conflict of Interest

Resolution:
2025.454

4 Committee of the Whole

Moved By: Councillor Marilyn Scott
Seconded By: Councillor Dave Rowe

That we sit in a private session as Committee of the Whole, the time being 5:01 p.m.

CARRIED

4.1 Authority

The Committee met under Section 5(4) of Part III of *The Local Authority of Freedom of Information and Privacy Act*.

Mayor – Rob Muench

City Clerk – Lori Yaworski

4.2 Verbal Update - HR Matter

Resolution:
2025.455

4.3 Revert

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

That Council revert to the Regular Meeting, the time being 5:42 pm.

CARRIED

Resolution:
2025.456

4.4 Recommendation - HR Matter

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

That Council, having considered a confidential matter pursuant to Section 94 (2) of the Cities Act, 2002, provide direction within its authority.

AND THAT such direction be implemented in accordance with applicable legislation and Council policy;

AND THAT the City Solicitor be directed to take any steps necessary to give effect to Council’s direction;

AND THAT Council approves the sole source agreement with Ignite Coaching and Consulting for consultation expenses related to this matter;

AND THAT the discussion and specific details remain confidential under the provisions of the Local Authority Freedom of Information and Protection of Privacy Act. (LA FOIP).

CARRIED

Resolution:
2025.457

5 Adjourn

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

That we do now adjourn, the time being 5:43 p.m.

CARRIED

Mayor – Rob Muench

City Clerk – Lori Yaworski

- 6.1 Director of Protective Services' Reports**
Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED
- 6.2 Director of Corporate Services' Report**
Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED
- 6.3 Director of Cultural Services' Report**
Moved By: Councillor Karen Siermachesky

That this report be accepted for information and filed.

CARRIED
- 6.4 Marketing and Development Manager's Report**
Moved By: Councillor Dave Rowe

That this report be accepted for information and filed.

CARRIED
- 6.5 Director of Community & Leisure Services**
Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED
- 6.6 Director of Public Works' Report**
Moved By: Councillor Marilyn Scott

That this report be accepted for information and filed.

CARRIED
- 7 New Business**
- 7.1 Recommendation - Director of Community and Leisure Services - EPA Enhancement and Expansion Review**
Moved By: Mayor Rob Muench

That Executive Committee recommend to Council to sole-source the award of a Facility Enhancement and Expansion Twinning Review for the Uniplex to a consultant team comprised of JBB Consultants & Engineering Inc., f-BLOK architecture, and RAM Engineering, at an estimated cost of up to \$70,000, to support informed long-term decision-making related to indoor ice infrastructure, facility renewal, and potential future expansion.

CARRIED
- 7.2 Recommendation - Director of Community & Leisure Services - Enabling Accessibility Fund - Convention Centre Washrooms**
Moved By: Councillor Sarah McInnis

That the Executive Committee recommend that Council authorize Administration to accept funding under the Enabling Accessibility Fund and allocate up to \$50,000 from the Uniplex Reserve to proceed with accessibility upgrades to the Convention Centre washrooms, subject to final grant terms and conditions.

CARRIED

Chairperson – Roger Korte

City Clerk – Lori Yaworski

8 Enquiries

Councillor McInnis acknowledged the recent installation of a school bus shelter in the north area of the City, noting it was provided by Discovery Ford.

Following this acknowledgment, Councillor McInnis inquired regarding the status of previous Council discussions concerning bus shelter placements and whether further progress had been made.

The Director of Leisure Services provided a response, stating that there have been no additional internal discussions regarding shelter installations in that specific area since the previous meetings. The Director suggested that it may be appropriate for the Public to contact with Horizon School Division to discuss this need.

Councillor McInnis directed an inquiry to the Director of Corporate Services regarding the status of the proposed community meeting for residents of the Water Ridge subdivision.

The Director of Corporate Services responded, advising that the Corporate Asset Manager is currently leading the coordination of this meeting. It was noted that the department is in the process of finalizing details and will be notifying the residents in the near future regarding the scheduled date and format.

Councillor McInnis directed an inquiry to the Director of Public Works regarding the snow removal schedule and service levels for residents on Canada Place. The Director replied that the area is designated as a Priority Three and being a cul-de-sac, this is typically scheduled at the end of snow removal cycle as the snow needs to be loaded and hauled off site.

Councillor Siermachesky inquired regarding the use of sandwich board signage to notify residents of upcoming snow removal and encourage timely vehicle relocation. The Director of Public Works noted that while sandwich boards are utilized in certain areas, their effectiveness has been inconsistent across the city.

Additionally, in response to Council Siermachesky's inquiry regarding residential responsibility for sidewalk clearing, the Director clarified that the City currently lacks a bylaw requiring property owners to remove snow from sidewalks adjacent to their property.

Councillor Rowe directed an inquiry to the Director of Leisure Services regarding reports of holes in the ice surface at the Uniplex. The Director indicated that he had not been previously informed of these occurrences and committed to discussing the matter with arena staff to ensure ice safety and quality.

9 Committee of the Whole

Moved By: Councillor Larry Jorgenson

That we sit in a private session as Committee of the Whole, the time being 6:33 p.m.

CARRIED

9.1 Authority

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

9.2 Present in Committee of the Whole

Mayor Rob Muench, Councillor Larry Jorgenson, Councillor Roger Korte, Councillor Sarah McInnis, Councillor Dave Rowe, Councillor Marilyn Scott, Councillor Karen Siermachesky, Director of Corporate Service/City Clerk Lori Yaworski, Director of Leisure Services Mike Ulriksen, Director of Public Works Peter Bergquist, and Communications Coordinator Angie Rolheiser.

9.3 Finance Manager - Residential Recycling Programs

9.4 Director of Community and Leisure Services - Library Flooring

9.5 Revert

Moved By: Councillor Marilyn Scott

That Council revert to the Regular Meeting, the time being 7:17 pm.

CARRIED

9.6 Recommendation - Residential Recycling Programs

Moved By: Councillor Sarah McInnis

That this report be accepted for information and filed.

CARRIED

9.7 Recommendation - Director of Community and Leisure Services - Library Flooring

Moved By: Councillor Karen Siermachesky

That a funding decision regarding the flooring replacement at the Reid-Thompson Public Library be referred back to Administration to be considered following a report outlining the roles and responsibilities of the City of Humboldt with respect to the Reid-Thompson Public Library.

CARRIED

10 Adjourn

Moved By: Councillor Larry Jorgenson

That we do now adjourn, the time being 7:17 p.m.

CARRIED

Chairperson – Roger Korte

City Clerk – Lori Yaworski



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on November 13, 2025, commencing at 9:00 am at the Museum



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Aaron Lukan
Susan Bellamy
Ivan Buehler
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** Kevin Garinger, Karen Siermachesky and Andrew Breker sent their regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:00 AM.
- LAND**
- ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Buehler / Bellamy:
That the agenda of November 13, 2025, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged the Cultural Services Department for the Governor’s Award from the National Trust for Canada for the Reconciliation Pilot Project, along with Heritage Saskatchewan and the Indigenous Advisory Circle.
- ADOPT MINUTES:** Lukan / Bellamy:
That the minutes of October 9, 2025, Humboldt & District Museum & Gallery be adopted.
Motion Carried
- BUSINESS ARISING:** There was no business arising.
- DIRECTORS REPORT:** Jennifer provided an overview of the report and highlighted the exterior repair project, Members Show & Sale, and the marketing initiative for the regional museums.

The Director’s report was received for information.
- FINANCIAL STATEMENT:** The financial statement was received for information.
- BUDGET 2026:** The board reviewed the updated draft of the 2026 budget, and will inquire about the security system upgrade that was included in the budget proposal, as it was drawn from the museum reserve account.
- MUNICIPAL HERITAGE ADVISORY COMMITTEE:** There was no new business.
- FRIENDS OF THE MUSEUM REPORT:** Jennifer reported on the Friends Festival Auction which has wonderful community support and starts today.
- FOUNDATION REPORT:** The board discussed the options for the allocation of funds for the disbursement quota of the Foundation.
Bellamy / Buehler:
That the Foundation fund the purchase of an exhibition display unit and modular storage units in 2025.
Motion Carried

Chairperson’s initials

Museum Minutes for November 13, 2025, Page 2

ORIGINAL HUMBOLDT REPORT: The reports for the committee’s year-end meeting are in development.

SPORTS HALL OF FAME REPORT: Aaron reported on their MAP grant project.

PUBLIC ART COMMITTEE REPORT: The reports for the committee’s year-end meeting are in development.

WATER TOWER REPORT: Council approved the Board’s recommendation to seek provincial designation of the Tower in 2026. The committee has a meeting later this month to review the 2025 activities.

COUNCIL REPORT: Karen was not present, therefore, no report.

OTHER BUSINESS: The board reviewed their self-evaluation and noted the positive changes.

NEXT MEETING: The next regular meeting is December 11, 9:00 at the Museum.

ADJOURNMENT: Lukan / Buehler:
That the meeting adjourn at 10:00 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary



CITY OF HUMBOLDT

Minutes of a Meeting of the Humboldt and District Museum and Gallery Board of Directors on December 11, 2025, commencing at 9:00 am at the Museum



- PRESENT:** Chairperson: Carol McLaren
Board Members:
Aaron Lukan
Susan Bellamy
Andrew Breker
Karen Siermachesky – City Council Rep
Jennifer Fitzpatrick – Director of Cultural Services
- REGRETS:** Kevin Garinger and Ivan Buehler sent their regrets.
- CALL TO ORDER:** Carol called the meeting to order at 9:05 AM.
- LAND
ACKNOWLEDGEMENT:** Carol read her land acknowledgement to open the meeting.
- ADOPT AGENDA:** Carol added Committee of the Whole to the agenda.
- Lukan / Breker:
That the agenda of December 11, 2025, Humboldt & District Museum & Gallery be adopted as amended.
- Motion Carried
- ACKNOWLEDGEMENTS:** Carol acknowledged the success of the Friends Festival Auction and the incredible engagement levels to date.
- ADOPT MINUTES:** Breker / Lukan:
That the minutes of November 13, 2025, Humboldt & District Museum & Gallery be adopted.
- Motion Carried
- BUSINESS ARISING:** Jennifer reported that the Security Camera upgrade was included in the 2026 budget proposal to City Council and was approved.
- DIRECTORS REPORT:** Jennifer provided an overview of the report and noted the recent work on grant reports and applications. City Council approved the Department’s budget as presented.
- The Director’s report was received for information.
- FINANCIAL
STATEMENT:** The financial statement was received for information.
- MUNICIPAL HERITAGE
ADVISORY
COMMITTEE:** There was no new business.
- FRIENDS OF THE
MUSEUM REPORT:** Karen thanked the donors, purchasers and performers who supported the Friends Festival Auction which raised just over 10,000 to reinvest in arts and heritage programming.
- FOUNDATION REPORT:** Jennifer reported on the purchases as directed at the last meeting.
Bellamy / Siermachesky:
That the Foundation disburse funds for the purchase of an exhibition display unit for the re-design work and modular storage units for a total of \$5,946.98.
- Motion Carried

Chairperson’s initials

Museum Minutes for December 11, 2025, Page 2

- ORIGINAL HUMBOLDT REPORT:** Jennifer reported that committee met this month and discussed the 2025 activities, member recruitment and fundraising.
- SPORTS HALL OF FAME REPORT:** Aaron reported that the committee wrapped up their MAP grant project for this year and will start discussing their next induction event.
- PUBLIC ART COMMITTEE REPORT:** Jennifer reported that the committee met this month and discussed the 2025 activities and their financial position.
- WATER TOWER REPORT:** Susan reported on the committee’s meeting which included a review of 2025 activities, financial position and the upcoming exhibit by Jen Reimer. The committee is fortunate to have the continuation of families volunteering to support the tower.
- COUNCIL REPORT:** Karen reported on activities of City Council, the new Holiday Trail, and the 2026 budget.
- OTHER BUSINESS: DEPARTURE:** Councillor Karen Siermachesky left the meeting at 9:30 am.
- COMMITTEE OF THE WHOLE:** Lukan / Breker:
That we sit in a private session as Committee of the Whole, the time being 9:31 am.

Motion Carried
- AUTHORITY:** The committee met under Section 5(3) of Part III of The Local Authority of Freedom of Information and Privacy Act.
- PRESENT IN COMMITTEE OF THE WHOLE:** Present in committee of the whole: Chairperson Carol McLaren, Vice-chairperson Susan Bellamy, Board Members: Andrew Breker, Aaron Lukan, Director Jennifer Fitzpatrick.
- DEPARTURE:** Director Jennifer Fitzpatrick departed from the meeting at 9:40 am.
- REVERT:** Bellamy / Lukan:
That we revert back to the regular meeting, the time being 10:00 am.

Motion Carried
- NEXT MEETING:** The next regular meeting is January 8, 2026, 9:00 am at the Gallery.
- ADJOURNMENT:** Breker / Bellamy:
That the meeting adjourn at 10:02 AM.

Motion Carried

Carol McLaren – Chairperson

Jennifer Fitzpatrick – Secretary



HUMBOLDT GOLF COURSE GOVERNANCE COMMITTEE

Minutes: November 4th, 2025 @ 5:00pm Council Chambers

Present: Rob Muench, Larry Jorgenson, Dave Rowe, Dean Hergott, Aaron Baker, Dave Hill, Kirk Plemel

Administration: Joe Day, Jace Porten, Mike Ulriksen

- 1) **Call to Order** – Larry Jorgenson - Chair called the meeting to Order at 5:07 pm.
- 2) **Agenda**
 - a) **Motion:** Rob Muench – that the agenda be approved as circulated. Carried.
- 3) **Minutes**
 - a) **Motion:** Kirk Plemel – that the minutes of the September 23rd, 2025 meeting be approved. Carried.
- 4) **In-Camera Discussions**
 - a) **Motion:** Dave Rowe – That the committee move in-camera. Carried – 5:09 pm
- 5) **Revert out of In-camera**
 - a) **Motion:** Dean Hergott – That the committee revert to regular meeting. Carried 5:27 pm
- 6) **Motions following in camera discussions:**
 - a) **Motion:** Dave Rowe – That the updated cash flow projection from the HGC be received for information. Carried.
 - b) **Motion:** Kirk Plemel – That the terms of reference information from the City be received for information. Carried.
- 7) **Next Meeting** – the next meeting is scheduled for January 20th, 2026.
- 8) **Adjournment**
 - a) **Motion:** Dave Rowe – that the meeting be adjourned. Carried 5:31 pm.



**REACT Waste Management District
 Regular Board Meeting, held on Thursday, December 18, 2025
 at the Bella Vista Richmond Room at 9:00 a.m.**

PRESENT	Chairperson, Jack Gibney Board Member, Warren Cooper Board Member, Ed Fielder Board Member, Marilyn Scott Board Member, Rudy Martinka Board Member, Jason Hauber	General Manager, Kristin Brataschuk Landfill & Transfer Station Manager, Jessica Capson
REGRETS	Board Member, Tom Ripley Board Member, Calvin Buhs Board Member, Donald Brown	
CALL TO ORDER	Chairman Jack Gibney: Called the meeting to order at 9:05 a.m.	
CONFLICT OF INTEREST STATEMENT	The Board confirms that there are no conflicts of interest to declare among its members regarding the matters to be discussed in this meeting.	
#86-25 AGENDA	Scott/Cooper: That the agenda for the REACT board meeting be accepted as presented.	Motion Carried
#87-25 MINUTES	Fielder/Scott: That the minutes from the REACT board meeting held on October 21, 2025, be accepted as recorded and circulated.	Motion Carried
#88-25 FINANCIAL STATEMENTS – CHEQUE LISTING	Cooper/Hauber: That the issued Cheque Listing for the periods of October 18, 2025, to November 17, 2025, marked as Schedule "A", be approved and that the list be attached to form a part of the minutes.	Motion Carried
#89-25 INCOME FINANCIAL STATEMENTS	Martinka/Hauber That the Financial Statements ending October 31, 2025, be approved as presented.	Motion Carried
#90-25 OPERATION MANAGERS REPORT	Hauber/Scott That the Operations Manager report be accepted as presented.	Motion Carried
#91-25 LANDFILL AND TRANSFER STATION MANAGER REPORT	Fielder/Hauber: That the Landfill & Transfer Station Manger report be accepted as presented.	Motion Carried
#92-25 GENERAL MANAGER REPORT	Fielder/Scott: That the General Manager reports be accepted as presented.	Motion Carried
#93-25 SK RECYLCES	Fielder/Martinka Motion to Consider Program Options: That the Board consider two options for the recycling program: the Program-Led Option and the Community-Led Option, and that we vote on each option separately to determine the preferred path forward.	Motion Carried

**#93-25 SK RECYLES
CONTINUED**

Fielder/ Martinka Motion 1 – Program-Led Option:

That REACT Waste Management implement the Program-Led Option for the recycling program, where the program is managed and operated by SK Recycles, including collection, processing, and distribution responsibilities.

Motion Carried

Cooper/Scott Motion 2 – Community-Led Option:

That REACT Waste Management implement the Community-Led Option for the recycling program, With REACT taking the lead in program management and operations.

Motion Carried

**#94-25 REVISIT
CARBOTURA**

Fielder/ Martinka: That REACT take another look at the Carbotura Initiative

There was discussion regarding potential levies or increased levies. Any decisions or further details regarding levies will be addressed at the Board’s January meeting.

DISCUSSION

There was discussion regarding Board members who have been frequently absent from meetings. The Board talked about options for addressing attendance and agreed to revisit the topic in a future meeting to determine the best approach.

The next regular Board Meeting is Tuesday, January 20, 2026. Starting at 9:00 a.m.

NEXT MEETING

Fielder: That the REACT Board Meeting was adjourned at 10:51 a.m.

#95-25 ADJOURNMENT

Motion Carried.


Chairperson – Jack Gibney


General Manager – Kristin Brataschuk

CITY OF HUMBOLDT REPORT

TITLE: City Council appointments to Boards and Committees
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That the following Council appointments be made for 2026:

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

BACKGROUND

The City of Humboldt appoints representatives to the various boards and committees in which the City has a voting membership, non-voting membership, or as a liaison between the organization and City Council.

CURRENT SITUATION

Council representative appointments are made to all the Boards and Committees that have a Council Representative, this is typically done annually. The Mayor selects a Council member to each board/committee for a one-year term with many Councilors remaining on the same boards for the duration of their term. For this year, we are asking for changes in appointments for the Humboldt and District Chamber of Commerce, Community Economic Development Initiative and the addition of the SUMA Cities Caucus for 2026.

OPTIONS

1. Approve the recommendation.
2. To make changes to appointments to the board and committees.

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

If the recommendation is adopted by City Council, Administration will notify each board and committee of the name and contact information of each re-appointed or newly appointed representative.

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.

CONCLUSION

The mayor appoints Council members to Boards and Committees that have Council representation annually. The City Clerk provides the list of appointments to be approved at the first Council meeting of the year.



CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to Boards and Committees
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

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

- I. Humboldt & District Museum & Gallery Board (2-yr term expires Jan 31, 2028)
 - a. Carol McLaren
 - b. Susan Bellamy

- II. Reid-Thompson Public Library Board (1-yr term expires Jan 31, 2027)
 - a. Rhéanne Bédard Schilling
 - b. Erika Stebbings
 - c. Linda Salikin-Dufault
 - d. Cynthia Gaetz
 - e. Chelsea ven der Buhs

- III. Humboldt Downtown Business Improvement District Board (2-yr term expires Jan 31, 2028)
 - a. Shelbey Kiefer
 - b. Evan Gref
 - c. Kellie McKay
 - d. Lindsay Ortman

- IV. Golf Course Governance Committee (1-yr term expires Jan 31, 2027)
 - a. Aaron Baker
 - b. Dean Hergott
 - c. Kirk Plemel
 - d. Dave Hill

- V. Humboldt Broncos Memorials Committee (2-yr term expires Jan 31, 2028)
 - a. Laurie Warford

BACKGROUND

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

CURRENT SITUATION

Several City boards and committees require appointment approvals to ensure all positions are filled for the upcoming term. The Humboldt & District Museum and Gallery Board has two appointees whose terms are set for renewal until 2026. Similarly, the Broncos Memorials Committee requires the reappointment of one member for a two-year term. Regarding the Reid-Thompson Public Library, five appointments are required: three returning members and two new appointees. Finally, the Humboldt Downtown Business Improvement District currently has four vacancies, which are ready to be filled by one current and three new appointees.

OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

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

FINANCIAL IMPLICATION

There is no anticipated financial impact of the recommended action.



CONCLUSION

The City of Humboldt maintains authority over several boards and committees that require Council-approved resolutions for their memberships. By passing the recommended resolution, Council will successfully fill all positions for the 2026 term.

CITY OF HUMBOLDT REPORT

TITLE: Council Appointment to City Positions
PREPARED BY: Lori Yaworski, Director of Corporate Services/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That the following appointments be made to City Positions pursuant to provincial requirements be made for 2026;

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

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

BACKGROUND

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

CURRENT SITUATION

To maintain compliance with provincial legislation and local bylaws, the City Council must formally approve the appointment of specific statutory and administrative positions at the beginning of each year. These appointments must be set through a formal Council resolution to grant the individuals the legal authority to perform their duties.

OPTIONS

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

ATTACHMENTS

None

COMMUNICATION AND ENGAGEMENT

Administration will contact Western Municipal Consulting and Municode with the resolution for their Council appointments.

FINANCIAL IMPLICATION

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

CONCLUSION

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

CITY OF HUMBOLDT REPORT

TITLE: Municipal Revenue Sharing Grant – Declaration of Eligibility
PREPARED BY: Lori Yaworski, Director of Corporate Service/City Clerk
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

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

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed their Public Disclosure Statements, as required; and

That we authorize the Director of Corporate Service/ City Clerk to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

BACKGROUND

The Municipal Revenue Sharing (MRS) program provides unconditional funding tied directly to the performance of Saskatchewan’s economy. The funding pool is calculated at 0.75% of the Provincial Sales Tax (PST) revenue from two years prior, ensuring that municipal support grows alongside the province. Unlike more restrictive programs, the MRS grant is designed to flexibly support both municipal operations and infrastructure.

To remain eligible for this funding, the Ministry of Government Relations (GR) requires municipalities to submit an annual online Declaration of Eligibility. This process, established in 2018-2019, requires a formal council resolution confirming that all eligibility criteria have been met. Declarations must be submitted by January 31 each year; failure to meet this deadline may result in the withholding of grant funds.

CURRENT SITUATION

The City of Humboldt does meet all six of the eligibility requirements as requested by Government Relations. The Ministry has requested that Council adopt the resolution as shown above. The Director of Corporate Services/City Clerk will complete the online Declaration of Eligibility to the ministry by the deadline of January 31, 2026.

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

COMMUNICATION AND ENGAGEMENT

The online Declaration of Eligibility will be submitted to the Ministry of Government Relation by January 31, 2026.

FINANCIAL IMPLICATION

If the City were to have not met the eligibility requirements in 2024 the Ministry of Government Relations can withhold the 2026 Municipal Revenue Sharing Grant.

CONCLUSION

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

CITY OF HUMBOLDT REPORT

TITLE: Official Donation Receipt Projects Eligibility
PREPARED BY: Jace Porten, City Controller
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That the following projects be approved as eligible to receive Official Donation Receipts from the City of Humboldt on a continuous basis:

- Broncos Tribute Campaign
- Humboldt Golf Course
- Original Humboldt
- Public Art
- Water Tower
- Gallery

BACKGROUND

In accordance with the City of Humboldt's Official Donation Receipt Policy #1101, any project intended to issue receipts for income tax purposes must be approved by City Council. This process ensures that each project provides a clear community benefit. Official Donation Receipts are only issued for cash gifts or gifts-in-kind to projects explicitly deemed eligible by Council.

CURRENT SITUATION

Historically, the list of eligible projects has been presented to Council annually for re-approval. To improve administrative efficiency, Administration recommends transitioning these recurring projects to a continuous eligibility status.

Should concerns arise regarding an existing project, Administration will bring the specific item back to Council for review or rescission. Any new or "one-off" initiatives will continue to be presented to Council for individual consideration, where specific timelines and parameters can be established as needed.

OPTIONS

- Approve the recommendation as presented.
- Amend the recommendation to continue approving the entire eligible list annually.
- Reject the recommendation.

ATTACHMENTS

- Official Donation Receipt Policy #1101

COMMUNICATION AND ENGAGEMENT

Upon approval, Administration will notify the lead organizers of the designated projects regarding their continuous eligibility status.

The list of approved projects will be added and maintained on the City of Humboldt's website to ensure transparency for potential donors. The listing will include a copy of the policy so potential donors can be aware of the information regarding the requirements for "Gifts-in-Kind" and the documentation required under Policy #1101.

FINANCIAL IMPLICATION

There are no direct financial implications for approving this recommendation.

CONCLUSION

This change ensures that long-term initiatives can seek funding without annual interruption, while still providing Council with the flexibility to review or amend the list as new community priorities emerge.

Policy Title:		Adopted By:	Policy Number:	
Official Donation Receipt Policy			1101	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	April 26, 2021	1 of 2	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

1.0 Purpose:

The intent of this policy is to provide a clear and concise understanding of what criteria must be followed to receive a Official Donation Receipt from the City of Humboldt.

- 1.1** This policy applies to all external organizations, individuals and City Departments requesting that the City of Humboldt provides a tax-deductible donation receipt for a project that could be a Benefit to the Community.
- 1.2** It is the responsibility of all City Departments, external organizations, and individuals to comply with the guidelines and requirements noted within this policy.

2.0 Definitions:

- 2.1** “City” refers to the City of Humboldt.
- 2.2** “Council” refers to City Council for the City of Humboldt.
- 2.3** “Benefit to the Community” is project or activity to assist with the capital development of a civic facility that will be owned by the City; an improvement to a civic facility that is owned by the City; or an activity that complements the operations of the City, and is deemed by Council to as a benefit to the City.
- 2.4** “Gifts” is defined by the Income Tax Act as some property – usually cash – transferred by a donor to a registered charity, the transfer is voluntary, the transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor.
- 2.5** “Gifts-in-kind” is a donation of a gift of property other than cash; a brief description of the donation must be provided along with an independent appraisal of the fair value of the “gift “provided in order to determine what the fair market value of that gift will be.
- 2.6** “Official Donation Receipt” refers to an Official Donation Receipt for Income Tax Purposes.

3.0 Policy:

- 3.1** Every project or activity proposed to benefit from gifts that could be eligible for Official Donation Receipts must first be approved by Council as meeting the criteria as a Benefit to the Community.
- 3.2** Official Donation Receipts will only be issued on gifts, or gifts-in-kind, for projects deemed eligible by Council.

CORPORATE POLICY



Policy Title:		Adopted By:	Policy Number:	
Official Donation Receipt Policy			1101	
Origin/Department/Authority:	Jurisdiction:	Approval Date:	Page(s):	
Corporate Services	City of Humboldt	April 26, 2021	2 of 2	
Reviewed By:	Related Documents/Legislation:	Revision/Effective Date:		

- 3.3** The Income Tax Act notes that gifts must involve property. Contributions of services are not considered property and will not be eligible to receive an official donation receipt unless the gifts-in-kind guidelines are met. The donor would be required to invoice the City while providing an independent appraisal to determine fair market value. If the contribution of service is deemed fair market value, the City then must agree to pay the invoice for the service and the donor must be willing to return all, or a portion of, the payment as a gift.
- 3.4** The City may authorize individuals or organizations to receive and track the receipt of gifts on the City’s behalf provided that administration for the City is satisfied that the individual or organization is able to properly keep records of those gifts and provide that information as stipulated by the City’s procedures.

CITY OF HUMBOLDT REPORT

TITLE: Security Clearance Check Policy
PREPARED BY: Jace Porten, Finance Manager
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That the Security Clearance Check Policy #4505 be rescinded to eliminate the \$25 fee charged for security clearance checks to the residents of the City of Humboldt.

BACKGROUND

Initiated in 2004, the Security Clearance Check Policy established a \$25 fee for security clearance checks performed by the local RCMP detachment. The revenue generated from these fees was directed into the City of Humboldt's general revenues with the intent to offset a portion of the costs associated with the City's RCMP Clerk.

Under the current policy, the following groups are already exempt from this fee:

- Individuals applying for employment with the RCMP.
- Individuals applying for employment with the City.
- Any person volunteering their services with an organization within the City of Humboldt.

CURRENT SITUATION

While the policy currently exempts volunteers, any resident of Humboldt seeking security clearances for private sector or other government agencies employment must pay the fee at City Hall before the RCMP commences work on the request.

A significant inconsistency exists as this fee is only applicable to residents of the City with residents in surrounding municipalities not required to pay this fee for the same service. Rescinding the policy removes the frustration and perceived unfairness regarding different fee structures for City vs. rural residents. The rescinding of the policy will simplify the process by removing the requirement for residents to visit City Hall for payment prior to reporting to the RCMP detachment and removes an additional financial barrier for residents entering the workforce or changing roles.

OPTIONS

- Approve the recommendation as presented to rescind the policy.
- Reject the recommendation and maintain the policy in its current form.
- Amend the recommendation to revise the policy.

ATTACHMENTS

- Security Clearance Check Policy #4505

COMMUNICATION & ENGAGEMENT

The City will notify the Humboldt RCMP Detachment of the policy's recantation so they may update their intake processes.

FINANCIAL IMPLICATION

Rescinding this policy will result in a loss of revenue previously directed to the general taxation revenues. Over the past five years, the City has generated an average of \$5,565 annually from these fees. This revenue loss was accounted for during the presentation of the 2026 budget and will be absorbed by general tax revenues.

CONCLUSION

Policy #4505 has been in place since 2004, but the current requirement for residents to pay for employment-related checks creates a barrier and an inconsistency between City residents and those in neighboring communities. Rescinding this policy provides a consistent experience for all residents within the detachments vicinity, supporting both volunteerism and local employment.

**CITY OF HUMBOLDT
SECURITY CLEARANCE CHECK POLICY**

1. That the City of Humboldt charge a fee of \$25.00 for a security clearance check performed by the R.C.M.P. detachment and that the revenue generated become part of the City of Humboldt's general revenues.
2. Exemptions from this policy shall be limited to:
 - a) individuals making application for employment with the R.C.M.P.
 - b) the City; or
 - c) any person who is volunteering their services with an organization within the City of Humboldt.
3. Any individual, business, government department or crown agency wishing to make an application for a security clearance check at the Humboldt Detachment must pay the \$25.00 at the City Hall and then produce their receipt to the Detachment.
4. No member of the Detachment Office shall commence work on any request for a security clearance check until the requirement of Section 3 is met.
5. The fee charged under this policy may be reviewed from time to time and adjusted by City Council at their discretion.

Initiated by Council October 25, 2004

CITY OF HUMBOLDT REPORT

TITLE: Enabling Accessibility Fund – Convention Centre Washrooms
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That Council authorizes Administration to accept funding under the Enabling Accessibility Fund and allocate up to \$50,000 from the Uniplex Reserve to proceed with accessibility upgrades to the Convention Centre washrooms, subject to final grant terms and conditions.

BACKGROUND

In April 2023, Council approved a major renovation of the Convention Centre washrooms at an estimated cost of \$120,000, to be funded from the Uniplex Reserve. The project was identified as a priority upgrade due to the age, condition, and functionality of the washroom facilities, which date back to the original construction of the Convention Centre in the 1980s.

Following Council approval, Administration proceeded to tender the project in 2023. However, upon tender closing, all submitted bids significantly exceeded the approved budget. The lowest compliant bid exceeded the project budget by more than \$60,000, with no contingencies included. As a result, in July 2023, Council approved Administration’s recommendation to conclude the tender process without awarding a contract and to review alternative approaches to achieving meaningful upgrades within the facility.

Despite the tender outcome, Administration remained committed to advancing accessibility improvements within the Convention Centre washrooms and began exploring alternative funding opportunities to offset costs and reduce the financial impact on municipal reserves.

CURRENT SITUATION

Following the conclusion of the 2023 tender process, Administration continued to explore alternative approaches to advancing accessibility improvements within the Convention Centre washrooms that would be both financially feasible and aligned with Council's broader objectives related to inclusive and barrier-free municipal facilities.

In July 2024, Administration applied under the Enabling Accessibility Fund (EAF) – Small Projects program to support targeted washroom renovations intended to remove physical and functional barriers for patrons using the Convention Centre. The proposed project was designed to improve accessibility within washroom spaces originally constructed in the 1980s and included upgrades to accessible stall dimensions, counter heights, automated door functionality, and lighting enhancements to better accommodate individuals with mobility limitations and visual impairments.

The intent of the application was to ensure that patrons of all abilities can safely and independently access washroom facilities within the Convention Centre, thereby improving the overall inclusivity and usability of the facility for residents, visitors, seniors, and individuals with disabilities. The project aligns with the federal program's objective of supporting community infrastructure upgrades that remove barriers and promote full participation in public spaces.

Although the City was initially advised in September 2025 that the application was not successful due to the volume of submissions received, Administration was subsequently notified on January 6, 2026, that funding under the 2024 Call for Proposals – Small Projects component of the Enabling Accessibility Fund has been approved. Employment and Social Development Canada have requested confirmation that the City wishes to proceed with the project, with a project officer to be assigned to finalize funding details.

OPTIONS

1. Approve the recommendation to accept the grant funding and complete the renovation to the washrooms of the Convention Centre.
2. Defer the decision and direct Administration to provide additional information as necessary.
3. Decline the funding and not proceed with the proposed project.

ATTACHMENTS

NA

COMMUNICATION AND ENGAGEMENT

NA

FINANCIAL IMPLICATION

As part of the EAF application process, Administration utilized the program's standardized budget calculator, which applies flat-rate costing for eligible project components and removes the requirement for applicants to obtain contractor quotes at the application stage. This approach is standard under the EAF Small Projects stream and was used to develop the submitted cost estimates.

Based on this calculator, the total estimated eligible project cost is \$79,860, with \$59,895 requested from Employment and Social Development Canada and \$19,965 identified as the City's required contribution.

Administration is recommending that Council authorize the allocation of up to \$50,000 from the Uniplex Reserve, which remains available from the previously approved 2023 washroom renovation project. When combined with the anticipated federal contribution, this would provide Administration with approximately \$110,000 to complete the accessibility upgrades and, if necessary, modestly expand the scope to ensure the project fully achieves the intended accessibility outcomes.

Should the final approved federal contribution differ materially from the amount requested, Administration will return to Council for further direction prior to entering into a funding agreement.

CONCLUSION

The proposed Convention Centre washroom accessibility upgrades represent a long-standing priority that has previously been delayed due to cost constraints. The availability of federal funding through the Enabling Accessibility Fund now provides an opportunity to advance meaningful accessibility improvements while significantly reducing the financial impact on municipal reserves. Approval of the recommended direction will allow Administration to confirm participation in the program, leverage external funding, and proceed with long-planned upgrades that improve inclusivity and access within a key community facility.



CITY OF HUMBOLDT REPORT

TITLE: EPA Enhancement and Expansion Review
PREPARED BY: Michael Ulriksen, Director of Community and Leisure Services
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That Council sole-source the award of a Facility Enhancement and Expansion Twinning Review for the Uniplex to a consultant team comprised of JBB Consultants & Engineering Inc., f-BLOK architecture, and RAM Engineering, at an estimated cost of up to \$70,000, to support informed long-term decision-making related to indoor ice infrastructure, facility renewal, and potential future expansion.

BACKGROUND

As part of the 2025 Budget, Council approved Administration to move forward with the Arena Refrigeration System Replacement project and authorized \$75,000 to advance detailed design work. At the time, the total project cost was estimated at approximately \$1.75 million, with initial supplier pricing indicating a potential construction range between \$1.35 million and \$1.68 million, excluding removal of existing equipment and any associated facility modifications.

The City's existing refrigeration system has exceeded its expected service life and continues to pose increasing operational and risk-management concerns. While Administration has successfully extended the life of the system through ongoing maintenance, replacement remains necessary to ensure continued operation of the facility.

In February 2025, Administration issued a Request for Information (RFI) to better understand current refrigeration technologies, delivery models, and system configurations applicable to the Elgar Petersen Arena. From the nine (9) submissions, JBB Consultants & Engineers Inc. was selected to provide an independent and unbiased assessment of the City's existing infrastructure and recommend the best approach for replacing the existing system.

CURRENT SITUATION

The consultant confirmed the urgency of replacing the aging refrigeration system; however, the Phase 1 technical review also identified additional issues requiring further consideration. Most notably, the assessment identified concerns related to the condition of the refrigerated concrete slab and underlying subgrade, which has experienced shifting and deterioration over time. These findings introduce a critical interdependency between refrigeration system replacement and broader facility infrastructure.

In follow-up discussions, the consultant strongly recommended that the City not proceed with refrigeration upgrades in isolation, but instead complete a broader review of the facility to fully understand structural, architectural, and systems-level conditions before committing to major capital investments.

Based on the Phase 1 findings, Administration is recommending the completion of a Facility Enhancement and Expansion Twinning Review. This work will evaluate the overall condition and long-term viability of the existing Uniplex facility, including the potential for renovation, expansion, demolition, or new construction.

The review will also assess the viability of future expansion or growth of the existing facility, which will directly inform decisions regarding the appropriate size, complexity, and location of a new refrigeration system. This is particularly important given ongoing discussions around increased ice demand and the potential addition of ice surfaces within or adjacent to the existing facility.

Without this additional scope of work, the City would have only partial information on which to base decisions involving significant capital investment. Proceeding without a comprehensive understanding of facility conditions could result in misaligned spending, reduced asset lifespan, or future rework.

The recommended consultant team—JBB Consultants & Engineering Inc., f-BLOK architecture, and RAM Engineering—is uniquely positioned to complete this work due to their direct involvement in the Phase 1 assessment, familiarity with the facility, and integrated expertise across mechanical, structural, architectural, and civil disciplines. Engaging a new consultant team at this stage would result in duplication of effort, increased cost, and project delays.

OPTIONS

1. Approve the recommendation to expand the scope of consulting related to the EPA refrigeration system project and sole-source the contact as proposed.
2. Provide alternative direction to Administration.

ATTACHMENTS

1. Phase 2 Proposal Document

COMMUNICATION AND ENGAGEMENT

NA

FINANCIAL IMPLICATION

The estimated cost to complete the Facility Enhancement and Expansion Twinning Review is up to \$70,000, inclusive of professional fees and anticipated disbursements. Council approved \$75,000 in the 2025 annual budget to begin design consultations for the new ice refrigeration system, of which \$27,500 has already been spent, leaving \$47,500 left to be spent. Administration is proposing that the shortfall of \$22,500 be funding through 2026 operational savings or through the Building Refurbishment Reserve.

This investment is intended to support evidence-based decision-making and does not commit the City to any specific construction project. Rather, it will provide Council with the technical and strategic information required to determine the most appropriate long-term approach to indoor ice infrastructure, including refrigeration system replacement, structural upgrades, facility expansion, or new construction.

Administration will return to Council with the results of the review and any subsequent recommendations before advancing further capital expenditures.

CONCLUSION

The Uniplex is a critical community asset, and decisions regarding its future must be informed by a complete and accurate understanding of facility conditions and long-term needs. While replacement of the arena refrigeration system remains necessary, recent technical findings demonstrate that this decision cannot be made in isolation.

Authorizing the Facility Enhancement and Expansion Twinning Review will allow the City to evaluate all viable long term options related to the venue and how the inform where and how we invest in recreation infrastructure. This proactive approach will reduce long-term risk and position Council to make well-informed decisions regarding the future of indoor ice surfaces in Humboldt.

CITY OF HUMBOLDT REPORT

TITLE: Collector Roadway Design for Subdivision Development
PREPARED BY: Peter Bergquist, P.Tech; Director of Public Works
REVIEWED BY: Joe Day, City Manager
PREPARED FOR: City Council
DATE: January 26, 2026

RECOMMENDATION

That Allied Infrastructure be awarded a sole-source contract to complete preliminary design drawings for sections of Saskatchewan Avenue, 14th Avenue, and 16th Street, at an estimated cost of \$90,000.

BACKGROUND

The City has completed Area Structure Plans for both the north and south sides of Humboldt, identifying locations for future residential growth. Concept-level roadway and servicing layouts have been prepared, and the next step is to advance these corridors to preliminary design.

The roadways identified in this report will serve as key collector routes for future neighbourhoods. They will also contain the City's primary water, sanitary, and storm trunk mains, which will service multiple subdivisions as the area continues to develop.

Currently:

- Most of Saskatchewan Avenue is a basic gravel roadway.
- The future 16th Street and large portions of the future 14th Avenue corridors are undeveloped agricultural land with no existing road infrastructure.

CURRENT SITUATION

During the 2026 budget process, Council approved the following projects, conditional upon receiving funding from the Canadian Housing Infrastructure Fund (CHIF):

- Saskatchewan Avenue – 101st Street to Main Street
- 14th Avenue – Main Street to 300 m west

The City has not yet received notification of the CHIF funding results or a projected decision timeline.

Administration recommends advancing the following segments to preliminary design:

- Saskatchewan Avenue – 101st Street to Main Street (820 m)
- Saskatchewan Avenue – Main Street to 14th Street (615 m)
- 14th Avenue – Main Street to 16th Street (810 m)
- 16th Street – North end of 16th Street to future 14th Avenue (315 m)

These corridors have long been a point of uncertainty for both developers and the City. The main challenge involves confirming storm pond locations and storm trunk alignments. Without preliminary design:

- Developers cannot finalize subdivision layouts.
- The City cannot reliably determine servicing needs, future costs, or development phasing.

The combined development areas are expected to accommodate approximately 2,800 new residents—about 1,700 along the 14th Avenue/16th Street corridor and 1,100 along Saskatchewan Avenue.

Completing preliminary design will provide the foundation needed for subdivision planning, future detailed design requests, cost-sharing discussions, and staged construction.

Allied Infrastructure previously completed stormwater modelling work for the City and possesses the relevant modelling files, background knowledge, and familiarity with the project areas. Their continued involvement reduces the administrative and cost impacts of issuing an RFP and onboarding a new consultant. Their performance on past assignments has been strong, and staff wish to maintain continuity to ensure efficient progress.

Key Technical Considerations:

- Roadway width and lane configurations
- Intersection locations (coordination with adjacent developers and landowners)
- Utility corridors
- Pedestrian accommodations and multi-use trails
- Elevations for future residential street connections
- Deep utility sizing and burial depths
- Stormwater pond siting, overflows, and trunk piping (coordination with landowners required)
- Preliminary storm pond design

- Preliminary construction cost estimates, including developer contribution estimates
- Survey & preliminary drawings
- Storm water modelling
- Recommended phasing plans for construction

OPTIONS

- Approve Administration to sole-source the preliminary roadway and utility design to Allied Infrastructure.
- Not approve the work
- Modify the project scope as directed by Council

ATTACHMENTS

- Map of Locations (End of Report)

COMMUNICATION AND ENGAGEMENT

Discussions and coordination with adjacent landowners are expected during the design process.

FINANCIAL IMPLICATION

Estimated preliminary design costs are:

- \$50,000 – Saskatchewan Avenue (101st Street to 14th Street, 1,425 m)
- \$30,000 – 14th Avenue (Main Street to 16th Street, 810 m)
- \$10,000 – 16th Street (North end to future 14th Avenue, 315 m)

Total Project Cost: \$90,000.

Funding will come predominantly from CHIF grant (per budget approval) if the work is initiated after approval is received for CHIF funding. Alternatively, if the work is initiated prior to any CHIF approval, then the work will be funded through the Housing Accelerator Funding.

CONCLUSION

Advancing these roadway and utility corridors to preliminary design will provide the City and local developers with the essential information required to proceed with subdivision planning, determine accurate servicing needs, and estimate future construction costs. This work establishes the foundation for future detailed design, cost-sharing negotiations, and phased implementation.

Map of Locations



Yellow Line – CHIF application project boundaries

Red Line – Proposed boundaries for the preliminary design work in this report