



**City of Humboldt**  
**May 11, 2026 - Special Council Meeting - 05:00 PM**

- 1 Call To Order**
- 2 Land Acknowledgement**
- 3 Adopt Agenda**
  - 3.1 Conflict of Interest
- 4 New Business**
  - 4.1 Recommendation - Director of Corporate Services/City Clerk - City Manager Hiring Committee
    - 📎 Report - City Manager Hiring Committee
  - 4.2 Recommendation - Director of Corporate Services/City Clerk - City Manager Recruitment
    - 📎 Report - City Manager Recruitment
- 5 Adjourn**



## CITY OF HUMBOLDT REPORT

**TITLE:** City Manager Hiring Committee Terms of Reference 2026  
**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk  
**REVIEWED BY:** Joe Day, City Manager  
**PREPARED FOR:** City Council  
**DATE:** May 11, 2026

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### RECOMMENDATION

That the 2026 City Manager Hiring Committee be established, and that the relate Terms of Reference as attached hereto be approved.

### BACKGROUND

Mr. Joe Day, City Manager for the City of Humboldt, has formally submitted his notice of retirement, with his final day of service scheduled for August 15, 2026.

Mr. Day has served the municipality with distinction, and his upcoming departure necessitates a structured transition plan to ensure administrative continuity. Consequently, City Council must now initiate a formal recruitment and selection process to identify and appoint a qualified successor to the position of City Manager.

### CURRENT SITUATION

City Council has met at a strategic planning session to discuss the process of recruiting a new City Manager and have identified the value in establishing a committee to commence the recruitment process. A draft Terms of Reference for this committee was reviewed during the Strategic Planning Session to define the scope of the recruitment and the committee's oversight responsibilities. These Terms of Reference outline the mandate, composition, and responsibilities of the Committee to ensure a transparent, professional, and a successful executive search.

### OPTIONS

- Approve the establishment of a committee as recommended
- Do not approve the creation of this committee and provide Administration with alternative directions.

### COMMUNICATION AND ENGAGEMENT

N/A

**ATTACHMENTS**

- Draft 2026 *City Manager Hiring Committee* Terms of Reference 2026

**FINANCIAL IMPLICATION**

The creation of the City Manager Hiring Committee will have no financial impact to the City.

**CONCLUSION**

Establishing a City Manager Hiring Committee with clear Terms of Reference will support a timely, transparent, and accountable recruitment process in advance of the current City Managers retirement. Approval of the Committee will provide Council with a structured approach to oversight and decision-making, help ensure administrative continuity, and position the City to secure a qualified successor through a professional executive search.



## City of Humboldt Terms of Reference 2026 City Manager Hiring Committee

### 1. Name

The name of the Committee will be the **2026 City Manager Hiring Committee**

### 2. Mandate and Purpose

The *2026 City Manager Hiring Committee* will be an advisory committee to City Council.

The City Manager, Joe Day, advised the Mayor that he will not be renewing his contract when the current term comes to an end on August 14<sup>th</sup>, 2026. Because the City Manager is, in effect, the only employee of City Council, the hiring of the successive City Manager warrants the establishment of a committee to facilitate the discussions and recommendations to be considered by City Council.

The purpose of the Committee will be as follows:

- a) Recommend an executive search firm if desired.
- b) Review the City Manager job description and recommend changes where appropriate.
- c) Participate in discussions to select candidates who will proceed through each stage of the hiring process.
- d) Participate in interview processes of candidates.
- e) Make a recommendation to City Council of a preferred candidate, or short list of candidates, along with recommendations related to remuneration, benefits, conditions of employment, and other such matters.
- f) Provide advice to City Council as necessary on any other matters related to the objectives identified herein.

### 3. Membership

#### a) *Composition*

The Committee will consist of between four and ten members:

- i. Up to seven (7) members from City Council
- ii. Up to three (3) members from the public at large.

The City Clerk will serve as administrative liaison to the committee and will attend meetings but will not be entitled to vote.

#### b) *Appointment of Members*

Individuals will be appointed by the City Council.

#### c) *Term*

The terms of members on the Committee will be from the date of appointment until the Committee is dissolved.

- d) *Appointment of Chair*  
The Committee will select a Chair for the Committee. The role of the Chair shall be to:
  - Chair Committee Meetings
  - Assist the City Clerk in the development of an agenda
  - Proactively seek input from all committee members.

#### **4. Compensation**

Committee members will not receive remuneration while sitting on the Committee.

#### **5. Meetings**

- a) *Frequency*  
Meetings will be held at the call of the Chair
- b) *Attendance*  
Committee members that miss three (3) consecutive meetings, without cause, shall be deemed to have resigned from the Committee.
- c) *Quorum*  
A quorum will consist of a majority of the total number of appointed members.
- d) *Voting*  
The committee shall make decisions by the Chair calling for a vote by the other members, wherein a simple majority will determine all resolutions and recommendations. In the event of a tie vote the chair will cast the deciding vote. Every motion will proceed to discussion following a single mover of a resolution – no seconder is required.
- e) *Closing of a portion of the Meeting*  
Where the committee resolves to close a portion of the meeting to the public, all persons shall be excluded from the meeting except the committee members, the City Clerk, and any other persons that may be allowed to attend by the Chairperson.
- f) *Minutes*  
The approved minutes of the committee will be placed by the City Clerk on the agenda of the next regular meeting of City Council.

#### **6. Reporting**

- a) All discussion items will be recorded in formal minutes.
- b) The Chair will work with the City Clerk to liaise with City Council and to make recommendations to City Council from the Committee.

#### **7. Insurance**

- a) The City of Humboldt shall assume responsibility for maintaining insurance policies for public liability and property damage with respect to the activities of the committee.

## CITY OF HUMBOLDT REPORT

**TITLE:** Recruitment of a City Manager

**PREPARED BY:** Lori Yaworski, Director of Corporate Services/City Clerk

**REVIEWED BY:** Joe Day, City Manager

**PREPARED FOR:** City Council

**DATE:** May 11, 2026

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### RECOMMENDATION

That Council approve the sole-source contract for the Executive Search for a City Manager to Ravenhill Group in the amount of \$25,000 plus GST and additional out-of-pocket expenses associated with the search.

### BACKGROUND

The City of Humboldt's City Manager Joe Day has formally provided notice of his intention to retire, effective August 15, 2026. Mr. Day's departure follows nearly a decade of dedicated service to the City of Humboldt, during which he held key leadership roles. He initially joined the municipal administration as the Director of Finance in December 2016 and was subsequently appointed to the position of City Manager in August 2017.

### CURRENT SITUATION

The City of Humboldt is initiating a formal recruitment process for the position of City Manager following the announcement of the incumbent's upcoming retirement. The current City Manager is scheduled to conclude his duties in mid-August 2026. To facilitate a structured transition and ensure a comprehensive search for a successor, City Council has moved to establish a City Manager Hiring Committee. The draft Terms of Reference for this committee were recently reviewed during a Strategic Planning Session to define the scope of the recruitment and the committee's oversight responsibilities.

In conjunction with the formation of the committee, Council has engaged with several executive search firms to explore professional consulting options for the recruitment process. During the Strategic Planning Session, Council reviewed proposals from these firms, focusing on their ability to assist with candidate sourcing, screening, and interview facilitation. This collaborative approach with a third-party consultant is intended to ensure a transparent, professional, and efficient hiring process that aligns with the City's long-term strategic objectives.

#### **OPTIONS**

- Approve the recommendation.
- Decline the recommendation and have administration look for alternative options for the City Manager recruitment.

#### **COMMUNICATION AND ENGAGEMENT**

N/A

#### **ATTACHMENTS**

- N/A

#### **FINANCIAL IMPLICATION**

The expenses for the search to recruit a City Manager will be charged to 1-300-3000-54231 (General Government-Professional Services) and will be funded from current year's operational savings. If the current year's operational savings are not sufficient to cover the cost, then they will be funded from a draw from the contingency reserve

#### **CONCLUSION**

With the City Manager's retirement planned for August 2026, the City must proceed with a timely recruitment to support continuity of leadership and an effective transition. Engaging Ravenhill Group through a sole-source executive search will provide specialized expertise in candidate sourcing, screening, and interview support to ensure a transparent and professional process aligned with Council's objectives. Approval of the recommended contract for \$25,000 plus GST and associated out-of-pocket expenses will allow the work to begin immediately and be completed within the required timeframe.