

Town of Shaunavon
Meeting Minutes
Council Meeting November 1, 2022 - 07:30 PM

Town of Shaunavon Council Chambers
401 Third Street West - Shaunavon, SK

Attendance: Mayor Kyle Bennett; Councillors: Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Travis Nelson, and Brent Michelson; and CAO Tara Fritz and Finance Clerk Trudy Enns.

Regrets: Councillor Mike Greenlay

- 1**

Calling the Meeting to Order

Mayor Bennett called the meeting to order at 7:30 PM.
- 2022-472

2

Approve Minutes
Councillor Kornfeld
Councillor Nelson

That Council approves the minutes of the October 18, 2022 meeting, as circulated.

CARRIED
- 3**

Delegations

- 2022-473

3.1

Hear Delegation - Cypress Hills Ability Centre
Councillor Lingenfelter
Councillor Michelson

That Council hears the delegation of Janelle Wickstrom and Stu Christenson of Cypress Hills Ability Centre at 7:30 PM.

CARRIED
- 3.2**

Delegation Exit

The delegation of Janelle Wickstrom and Stu Christensen of Cypress Hills Ability Centre left the meeting at 7:50 PM.
- 4**

Financial Reports

- 4.1**

Town of Shaunavon Cheque Register

Councillor Kornfeld declared financial interest, as the owner of Kornfeld Electric, in regard to Town of Shaunavon voucher #18653, for the amount of \$399.60, payable to Kornfeld Electric and left the council chambers at 7:51 PM.

- 2022-474

4.1.1

Kornfeld Electric Voucher
Councillor Klassen
Councillor Nelson

That Council approves the payment of voucher #18653 in the amount of \$399.60 payable to Kornfeld Electric.

CARRIED

Councillor Kornfeld returned to the council chambers at 7:52 PM.
- 2022-475

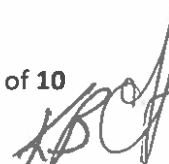
4.2

Approval of Town of Shaunavon Cheque Register
Councillor Klassen
Councillor Kornfeld

That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$106,025.56, and forms part of these minutes.

CARRIED
- 4.3**

Shaunavon and District Fire and Rescue Cheque Register



- 2022-476 **4.3.1 Approval of Shaunavon and District Fire and Rescue Cheque Register**
Councillor Nelson
Councillor Michelson
- That Council approves the payment of the Shaunavon and District Fire and Rescue committee's accounts on the attached Schedule "B" in the amount of \$7,368.00 and forms part of these minutes.
- CARRIED**
- 5 Management Reports**
- 2022-477 **5.1 Personnel In-Camera Session**
Councillor Kornfeld
Councillor Michelson
- That Council meets in a Personnel In-Camera session at 8:03 PM.
- CARRIED**
- Finance Clerk Enns left the regular meeting at 8:04 PM. Present: Mayor Kyle Bennett, Councillors Kornfeld, Lingenfelter, Michelson, Klassen, and Nelson and CAO Tara Fritz. Finance Clerk Enns returned to the regular meeting at 8:11 PM.
- 2022-478 **5.1.1 Personnel In-Camera Session Concluded**
Councillor Lingenfelter
Councillor Michelson
- That Council approves that the Personnel In-Camera session is concluded, and the regular order of business be resumed at 8:10 PM.
- CARRIED**
- 2022-479 **5.2 Acceptance of Management Reports**
Councillor Lingenfelter
Councillor Michelson
- That Council shall accept the following management reports as presented:
1. Chief Administrative Officer.
 2. Director of Operations.
 3. Communications Officer Report.
 4. Director of Wellness and Leisure Report.
 5. Bylaw Enforcement Officer Report.
 6. Economic Development Officer Report.
 7. Director of Culture Report.
- CARRIED**
- 6 Business Arising from the Minutes**
- 2022-480 **6.1 Shaunavon Opportunity Fund Co-operative Ltd.**
Councillor Kornfeld
Councillor Klassen
- As per clause 160(1)(v) of *The Municipalities Act*, that Council shall invest \$25,500 into the Shaunavon Opportunity Fund Co-operative Ltd. for a minimum term of five years; and the Town of Shaunavon shall have one share and one vote.
- CARRIED**
- 7 New Business**

2022-481 **7.2 Annual Appointments**
 Councillor Michelson
 Councillor Kornfeld

That Council shall accept the recommendation from Mayor Bennett and that the appointments, as shown in Schedule "C" be approved from November 1, 2022 to October 31, 2023, and forms part of these minutes.

CARRIED

2022-482 **7.3 Tax Enforcement, Section 22**
 Councillor Kornfeld
 Councillor Lingenfelter

That TAXervice be authorized under subsection 22(1) of *The Tax Enforcement Act* to commence proceedings to request title with respect to the following described lands:

Roll	Lot	Block	Plan	Title No's
81	4	33	B3185	142901366
85	8	33	B3185	149296810
124	1	35	B3185	151614345
200	14	40	B3185	152127132
390	6	52	BU61	146386604
391	7	52	BU61	145392925
436	8	57	60SC06743	146665233
496	14	64	65SC04824	150104584
591		H	63SC02927	154151940
633	19	3	B3185	146670240
	20	3	B3185	146670251
868	12	17	B3185	145314761
	13	17	B3185	145314783
1033	7	28	B3185	134223061

CARRIED

2022-483 **7.4 Rock Creek Golf Course**
 Councillor Nelson
 Councillor Michelson

That Council shall consider the request from the Rock Creek Golf Course in the 2023 budget.

CARRIED

2022-484 **7.5 Chamber of Commerce Parade of Lights Requests**
 Councillor Michelson
 Councillor Klassen

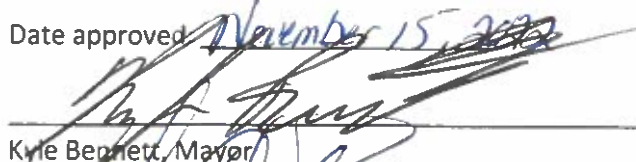
That Council directs CAO Fritz to have the Paradise Fireworks display fireworks application for the Shaunavon Chamber of Commerce's Parade of Lights event to be held on Saturday, December 3, 2022 approved by the required local authorities; and that Council shall grant the request from the Shaunavon Chamber of Commerce street closure request to close Seventh Avenue West from Shaunavon Hospital and Home Care to Fourth Street East then Fourth Street East from Seventh Avenue to Tenth Avenue East. and Centre Street from Tenth Avenue to First Avenue for the Parade of Lights occurring on December 3rd, 2022 from 6:00 PM to 7:30 PM.

CARRIED

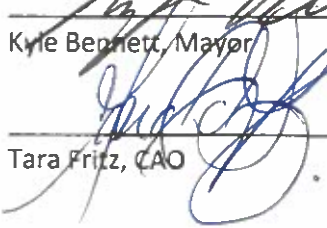
- 2022-485 **7.6 Ballendine Request**
 Councillor Nelson
 Councillor Michelson
- That Council accepts recommendation from CAO Fritz to have the property owner apply for a Discretionary Use Application. Once the application is presented to Council, Council may consider permitting for a period no longer than one year while the property owners establish their part-time speciality lumber business.
- CARRIED**
- 2022-486 **8 Committee Reports**
- 8.2.1 Lots 18-22, Block 15, Plan B3185 Environmental Site Assessments RFQ**
 Councillor Kornfeld
 Councillor Nelson
- That Council shall accept the recommendation from the Public Works Committee to award the TOS 2022-02 Request for Quote for a Phase I and Phase II Environmental Sited Assessment on Lots 18-22, Block 15, Plan B3185 to WSP, on the condition that the Town of Shaunavon may access the province of Saskatchewan's Impacted Site Fund to fund the Environmental Site Assessments fully.
- CARRIED**
- Councillor Nelson left the regular meeting at 8:58 PM and returned at 8:59 PM.
- 2022-487 **8.15 Acceptance of Committee Reports**
 Councillor Kornfeld
 Councillor Klassen
- That Council accepts all committee reports as presented:
1. Mayor Bennett presented the October 26, 2022 Municipal Shared Resource Committee meeting minutes and presented the October 25, 2022 Southwest Waste Management meeting minutes.
 2. Councillor Kornfeld presented the October 25, 2022 Public Works meeting minutes.
 3. Councillor Lingenfelter presented a verbal Wellness and Leisure report.
 4. Councillor Michelson presented the October 20, 2022 Grand Coteau Heritage and Cultural Centre meeting minutes and presented a verbal Chinook Local Library Board report.
- CARRIED**
- 2022-488 **9 Correspondence**
- 9.4 File Correspondence**
 Councillor Lingenfelter
 Councillor Michelson
- That Council approves that the following correspondence having been read, now be filed:
1. Graham Daviduk - Many Islands Pipe Lines (Canada) Ltd.
 2. Honourable Marco E. L. Mendicino, P.C., M.P. - Minister of Public Safety
 3. Kalyann Hodgins
- CARRIED**
- 2022-489 **10 Add Cypress Hills Ability Centre Building Permit to the Agenda**
 Councillor Michelson
 Councillor Nelson
- That Council accepts the addition of Cypress Hills Ability Centre to the agenda.
- CARRIED**

- 2022-490 **10.1 Cypress Hills Ability Centre Building Permit**
 Councillor Michelson
 Councillor Kornfeld
- That Council accepts MuniCode Services suggestion for a code version exemption from 2021 to 2019 for Cypress Hills Ability Centre building permit 2022-3C.
- CARRIED**
- 2022-491 **11 Strategic Planning In-Camera Session**
 Councillor Lingenfelter
 Councillor Klassen
- That Council meets in a Strategic Planning In-Camera session at 9:40 PM.
- CARRIED**
- CAO Tara Fritz and Finance Clerk Trudy Enns left the regular meeting at 9:40 PM. Present: Mayor Kyle Bennett, Councillors Kornfeld, Lingenfelter, Michelson, Klassen, and Nelson. CAO Tara Fritz returned to the regular meeting at 9:52 PM
- 2022-492 **11.1 Strategic Planning In-Camera Concluded**
 Councillor Lingenfelter
 Councillor Michelson
- That Council approves that the Strategic Planning In-Camera session is concluded, and the regular order of business be resumed at 9:53 PM.
- CARRIED**
- 2022-493 **12 Adjournment**
 Councillor Klassen
 Councillor Kornfeld
- That Council now adjourns the meeting at 9:53 PM.
- CARRIED**

Date approved November 15, 2022



 Kyle Bennett, Mayor



 Tara Fritz, CAO

TOWN OF SHAUNAVON
November 1, 2022
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
220480	Fritz, Tara	2022-10-19	2,569.44
220481	Holmberg, Jennifer	2022-10-19	743.58
220482	Potter, Grace	2022-10-19	1,668.47
220483	Johnson, Lauren	2022-10-19	1,419.08
220484	Enns, Trudy	2022-10-19	1,186.78
220485	Lingenfelter, Bonnie	2022-10-19	1,447.24
220486	Gregoire Joanne	2022-10-19	1,550.74
220487	Attrell, Kelly	2022-10-19	886.69
220488	Dale, Dana	2022-10-19	1,693.04
220489	Doiron, Mark	2022-10-19	1,809.68
220490	Lingenfelter, Tim	2022-10-19	1,398.08
220491	Moffatt, Corine	2022-10-19	1,625.96
220492	Reid, Gerald	2022-10-19	1,719.89
220493	Frank, Nicholas	2022-10-19	1,722.23
220494	Schulze, Fred	2022-10-19	2,484.89
220495	Canada Revenue Agency -Payroll	2022-10-19	10,583.72
220496	Municipal Employees'	2022-10-19	5,602.18
220497	SaskEnergy	2022-10-21	1,406.56
220498	SaskPower	2022-10-21	17,248.71
18639	Elmgren, Kent	2022-10-31	1,500.00
18640	Airmaster Sales Ltd. (replaces Chq#18404)	2022-11-01	1,794.90
18641	Apex Distribution Inc.	2022-11-01	36.81
18642	Bennett, Kyle	2022-11-01	250.00
18643	Canoe procurement group of	2022-11-01	152.73
18644	Coca-Cola Bottling Company	2022-11-01	551.59
18645	Country Club Dist. 2008 Ltd.	2022-11-01	350.55
18646	George B. Cuff & Associates	2022-11-01	9,926.29
18647	Sharon Dickie	2022-11-01	500.00
18648	Fauser Energy	2022-11-01	173.25
18649	Fritz, Tara	2022-11-01	44.00
18650	Helix Construction Ltd.	2022-11-01	1,795.31
18651	Iron Pony Small Engines	2022-11-01	112.78
18652	Klassen, Nolan	2022-11-01	250.00
18653	Kornfeld Electric	2022-11-01	399.60
18654	Kornfeld, Riley	2022-11-01	250.00
18655	Lingenfelter, Shawn	2022-11-01	250.00
18656	Living Tree Enviromental	2022-11-01	2,136.75
18657	Trina McLean	2022-11-01	2,442.00
18658	Michelson, Brent	2022-11-01	250.00
18659	Saskatchewan Health Authority	2022-11-01	46.00
18660	Morin, Anna	2022-11-01	1,760.00
18661	Nelson, Travis	2022-11-01	250.00
18662	P & P Enterprises Inc.	2022-11-01	765.90
18663	Pattison Agriculture	2022-11-01	1,448.63
18664	Perativ Gerenal Partnership	2022-11-01	45.68
18665	R.V. Auto Parts	2022-11-01	943.24
18666	Robertson Motorsports & Marine	2022-11-01	460.27
18667	Rock Creek Golf & Country Club	2022-11-01	10,000.00
18668	Rose Jade Catering	2022-11-01	2,331.00
18669	Royal Canadian Legion	2022-11-01	80.00
18670	Shaunavon & District Fire	2022-11-01	657.00
18671	SecurTek	2022-11-01	79.75
18672	Southwest Newcomer Welcome	2022-11-01	100.00
18673	Standard Shaunavon	2022-11-01	874.38
18674	Tangle Media Inc.	2022-11-01	3,307.50
18675	Vipond Inc.	2022-11-01	761.25
18676	Western Financial Group	2022-11-01	188.36
18677	Xerox Canada Ltd.	2022-11-01	392.68
Total:			<u>106,425.16</u>



SHAUNAVON AND DISTRICT FIRE AND RESCUE

November 1, 2022

CHEQUE REGISTER

Payment #	Vendor	Date	Amount
767	Acklands – Grainger Inc.	2022-11-01	6,164.57
768	Bureau Veritas Canada (2019)	2022-11-01	357.00
769	Cooper Plumbing & Heating Ltd.	2022-11-01	156.42
770	Fausser Energy	2022-11-01	504.00
771	Goldstein, Merrick	2022-11-01	84.04
772	Purolator Courier Inc.	2022-11-01	101.97
		Total:	<u>7,368.00</u>

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COMMITTEE APPOINTMENTS

Executive Committee <i>(Mayor ex-officio member of all committees)</i>	Whole of Council
Administration <i>(Administration, Finance, Protection and Recreation)</i>	Nelson- Chairman Klassen Lingenfelter Michelson
Public Works <i>(Public Works, Utilities and Parks)</i>	Kornfeld – Chairman Greenlay Klassen
District #4 ADD Board	Klassen
Economic Development Committee	Mike Greenlay – Chairman Nelson Grant Greenslade Robert Anderson Liz Spetz Norm Lavoy Oren Scribner Bob Thomas
Shaunavon and District Fire Protection and Emergency Measures Committee	Lingenfelter Nelson - Alternate
Regional EMO <i>(as nominated by the Shaunavon and District EMO)</i>	Nelson
Library -Regional/Local	Michelson Thienes, Shirley Willman, Tammy
Pine Cree Regional Park	Lingenfelter Michelson – Alternate
Southwest Municipal Government Committee	Bennett Fritz
Southwest Transportation Planning Council	Bennett Fritz - Alternate
Southwest Waste Management Authority	Bennett – Chairman Kornfeld Lingenfelter
Swift Current Creek Watershed Stewards	vacant
Wellness and Leisure Committee	Lingenfelter - Chairman Kornfeld Orr, Janna Thomas, Jordi Stevenson, Garnet Allemand, Connie Bailey, Patsy

Grand Coteau Heritage and Cultural Center

Michelson - President
 Klassen
 Anderson, Robert
 Lingenfelter, Tara
 Groenewald, Hester
 Olesen, Terry
 Fritz, Sandy
 Heibert, Jenna
 Poisson, Marla

Airport

Greenlay
 Greenslade, Grant - Chairman
 Anderson, Ted
 Thienes, Barry
 Hunter, Brock

Regional
(Including Municipal Shared Resource Committee)

Whole of Council

Assessor/Tax Collector

Fritz
 Potter - Alternate

Auditor

Brian Tuntland
of Stark and Marsh Chartered Accountants

Board of Revision

Western Municipal Consulting Ltd.

Secretary to Board of Revision

Vaidyanathan, Saumya

Commercial Building Official

Meier, Clayton
 Thiessen, Ryan
 Elkin, Travis
 Cartier, Shenah
 Vargo, Cling
 Hoffort, Jordan
of MuniCode Services Ltd.

Residential Building Official

Robert Hubbard
of B&D Contract Services

Development Appeals Board
 December 31, 2023
 December 31, 2023
 December 31, 2023
 December 31, 2024
 December 31, 2024
 Secretary Annual Appointment

Stearns, Suzanne
 Goulet, Richard
 Fritz, Terry
 Conrad, Herb
 Schneider, Rick
 Potter, Grace

Shaunavon Housing Authority
 November 1, 2023
 November 1, 2023
 November 1, 2023
 November 1, 2024
 November 1, 2024

Smith, Catherine – Chair
 Hoffman, Conrad
 Shadbolt, Lianne
 Stearns, Suzanne
 Bennett, Jennifer

Development Officers

Fritz
 Potter - Alternate

Emergency Measures Coordinator

vacant

Grand Coteau Heritage and Cultural Center

Michelson - President
 Klassen
 Anderson, Robert
 Lingenfelter, Tara
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 December 31, 2023
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 December 31, 2024
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 Goulet, Richard
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Shaunavon Housing Authority
 November 1, 2023
 November 1, 2023
 November 1, 2023
 November 1, 2024
 November 1, 2024

Smith, Catherine – Chair
 Hoffman, Conrad
 Shadbolt, Lianne
 Stearns, Suzanne
 Bennett, Jennifer

Development Officers

Fritz
 Potter - Alternate

Emergency Measures Coordinator

vacant