

Town of Shaunavon
Meeting Minutes
Council Meeting February 21, 2023 - 07:30 PM

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

- 1 Calling the Meeting to Order**

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

- 2023-068 **2 Approve Minutes**
 Councillor Greenlay
 Councillor Klassen

That Council approves the minutes of the February 7, 2023 special council meeting and February 7, 2023 regular council meeting, as presented.

CARRIED

- 3 Financial Reports**

 - 2023-069 **3.1 Town of Shaunavon Cheque Register**

Councillor Kornfeld declared financial interest, as the owner of Kornfeld Electric, in regard to Town of Shaunavon voucher #19003, for the amount of \$168.84, payable to Kornfeld Electric, and left the council chambers at 7:30 PM.

 - 2023-069 **3.1.1 Kornfeld Electric Voucher**
 Councillor Greenlay
 Councillor Klassen

That Council approves the payment of voucher #19003 in the amount of \$168.84 payable to Kornfeld Electric.

CARRIED

Councillor Lingenfelter declared a personal conflict, as Ryden Lingenfelter is the recipient of Town of Shaunavon voucher #230068 for the amount of \$127.71 and left the council chambers at 7:31PM.
 - 2023-070 **3.1.2 Lingenfelter Voucher**
 Councillor Greenlay
 Councillor Nelson

That Council approves the payment of voucher #230068 in the amount of \$128.71 payable to Ryden Lingenfelter.

CARRIED

Councillor Lingenfelter and Kornfeld returned to the council chambers at 7:31 PM.
 - 2023-071 **3.2 Approval of Town of Shaunavon Cheque Register**
 Councillor Klassen
 Councillor Michelson

That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$177,014.55, and forms part of these minutes.

CARRIED
 - 3.3 Shaunavon and District Fire and Rescue Cheque Register**

- 2023-072 **3.3.1 Approval of Shaunavon and District Fire and Rescue Cheque Register**
Councillor Kornfeld
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 \$7,034.06 and forms part of these minutes.
- CARRIED**
- 2023-073 **3.4 Town of Shaunavon and SDFR Bank Reconciliation and Town of Shaunavon Tax Collections Reports**
Councillor Klassen
Councillor Lingenfelter
- That Council accepts the January 2023 Town of Shaunavon's bank reconciliation and tax collection reports as presented, as well as the January 2023, Shaunavon and District Fire and Rescue committee's bank reconciliation report, as presented.
- CARRIED**
- 2023-074 **3.5 Town of Shaunavon and SDFR Statement of Financial Activities**
Councillor Nelson
Councillor Michelson
- That Council shall receive and file the Town of Shaunavon's January 2023 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's January 2023 Statement of Financial Activities reports, as presented.
- CARRIED**
- 2023-075 **4 CAO Report**
Councillor Lingenfelter
Councillor Klassen
- That Council shall accept the CAO report, as presented.
- CARRIED**
- 5 Business Arising from the Minutes**
- 2023-076 **5.1 Chamber of Commerce Street Closure Requests**
Councillor Michelson
Councillor Greenlay
- That Council shall permit the following street closures for the Shaunavon Chamber of Commerce to host Boomtown Days
1. Thursday, July 13, 2023
 1. Street Closure from 6:00 PM to 9:00 PM on the 400 block of Centre Streets to provide for the annual Street Bingo event, and that the Town of Shaunavon shall provide the Grand Coteau Heritage and Cultural Centre
 2. Friday, July 14, 2023
 1. Street Closure from 12:00 PM to Saturday July 15, 2022 2:00 AM on First Street East from Fourth Avenue East to Fifth Avenue East
 3. Saturday, July 15, 2023
 1. Street closure for the duration of the parade 10:00 AM to 11:30 PM, from Centre Street, starting at Second Avenue to Tenth Avenue to Fifth Street East up to 6th Avenue.
 2. Street Closure from 9:00 AM to 5:00 PM on Fourth Avenue from Centre Street to First Street East and on Centre Street from Third Avenue to Fourth Avenue.
 4. Sunday, July 16, 2023



1. Street Closure from 6:00 AM to 11:00 AM on Second Street East in front of the Alliance Church for the Rock Solid Refuge Community Breakfast.

CARRIED

6 New Business

- 2023-077 **6.1 Boomtown Cup Organization Request**
Councillor Lingenfelter
Councillor Klassen

That Council shall permit the Boomtown Cup committee to use the existing track and host The Boomtown Cup lawnmower races on the Town-owned property of Parcel AA-Plan 101794822 Ext 32 on Saturday, July 15, 2023, contingent that the Boomtown Cup committee provides the Town of Shaunavon a certificate of insurance indicating that the committee is carrying a minimum of \$2,000,000 liability insurance with the Town of Shaunavon being listed on the policy as additional insured.

CARRIED

- 2023-078 **6.2 In-Camera Session - Personnel**
Councillor Michelson
Councillor Nelson

That Council meets in an In-Camera session at 7:45 PM.

CARRIED

Finance Clerk Enns left the regular meeting at 7:45 PM. Present: Mayor Bennett; Councillors Mike Greenlay, Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Brent Michelson, and CAO Fritz. Finance Clerk Enns returned to the regular meeting at 7:47 PM.

- 2023-079 **6.3 In-Camera Session Concluded - Personnel**
Councillor Greenlay
Councillor Lingenfelter

That Council approves that the In-Camera session is concluded, and the regular order of business be resumed at 7:47 PM.

CARRIED

- 2023-080 **6.4 Office Clerk and Finance Clerk Job Descriptions**
Councillor Greenlay
Councillor Michelson

That Council accepts the recommendation to adopt the revised job descriptions for the Office Clerk and Finance Clerk, as presented.

CARRIED

7 Committee Reports

- 2023-081 **7.2.1 Asset Management Strategy**
Councillor Lingenfelter
Councillor Klassen

That Council accepts the recommendation from the Public Works Committee to adopt the 2023-2027 Asset Management Strategy, as presented.

CARRIED

- 2023-082 **7.2.2 Asset Management Policy**
Councillor Kornfeld
Councillor Klassen

That Council accepts the recommendation from the Public Works Committee to adopt the revised Asset Management Policy, as presented.

CARRIED

- 2023-083 **7.2.3 2023 Waterworks Quality Assurance - Quality Control Policy**
 Councillor Klassen
 Councillor Kornfeld
- That Council accepts the recommendation from the Public Works Committee to adopt the 2023 Waterworks Quality Assurance - Quality Control Policy, as presented.
- CARRIED**
- 2023-084 **7.2.4 2023 - Water Quality - Emergency Response Plan**
 Councillor Kornfeld
 Councillor Lingenfelter
- That Council shall accept the recommendation from the Public Works Committee to adopt the Water Quality - Emergency Response Plan, as presented.
- CARRIED**
- 2023-085 **7.2.5 Water Quality Report**
 Councillor Greenlay
 Councillor Klassen
- That Council shall receive and file the monthly water quality report for the month of January 2023, as presented.
- CARRIED**
- 7.3 Administration Committee - Councillor Nelson**
- 7.4 Economic Development Committee - Councillor Greenlay**
- 2023-086 **7.4.1 Campground Rates**
 Councillor Greenlay
 Councillor Nelson
- That Council authorizes to increase the campground rates from \$25.00 to \$35.00 for Jubilee and Shawnee campgrounds starting in 2023.
- CARRIED**
- 2023-087 **7.12.1 Airport Aviation Workshop**
 Councillor Kornfeld
 Councillor Nelson
- That Council authorizes Councillor Greenlay and Director of Public Works Schulze to attend the Airport Aviation Workshop in Assiniboia on March 24, 2023.
- CARRIED**
- 2023-088 **7.16 Acceptance of Committee Reports**
 Councillor Greenlay
 Councillor Lingenfelter
- That Council accepts all committee reports as presented:
1. Mayor Bennett presented a verbal Regional EMO report.
 2. Councillor Kornfeld presented the February 13, 2023 Public Works Committee meeting minutes.
 3. Councillor Greenlay presented a verbal Economic Development Committee report.
 4. Councillor Lingenfelter presented the February 13, 2023 Wellness and Leisure Committee meeting minutes and represented a verbal Shaunavon and District Fire and Rescue report.
 5. Councillor Michelson represented a verbal Grand Coteau Heritage and Cultural Centre report.
- CARRIED**



- 2023-089 **8 Strategic Planning In-Camera**
 Councillor Kornfeld
 Councillor Michelson
- That Council meets in a Strategic Planning In-Camera session at 8:07 PM.
- CARRIED**
- CAO Fritz and Finance Clerk Enns left the regular meeting at 8:07 PM.
Present: Mayor Bennett; Councillors Mike Greenlay, Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter and Brent Michelson. CAO Fritz returned to the regular meeting at 8:17 PM.
- 2023-090 **8.1 Strategic Planning In-Camera Session Concluded**
 Councillor Greenlay
 Councillor Kornfeld
- That Council approves that the Strategic Planning In-Camera session is concluded, and the regular order of business be resumed at 8:17 PM.
- CARRIED**
- 2023-091 **8.2 Dog Park Garbage Collection**
 Councillor Nelson
 Councillor Greenlay
- That Council directs the Town staff to ensure the Dog Park garbage's are removed in a timely manner.
- CARRIED**
- 2023-092 **9 Adjournment**
 Councillor Michelson
 Councillor Klassen
- That Council now adjourns the meeting at 8:24 PM.
- CARRIED**

Date approved:

March 7, 2023



Kyle Bennett, Mayor



Tara Fritz, CAO

TOWN OF SHAUNAVON
February 21, 2023
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
18983	Voided by the print process	2023-02-09	0.00
18984	Shaunavon Liquor	2023-02-09	7,539.18
230049	SaskEnergy	2023-02-13	13,341.57
230050	SaskPower	2023-02-13	25,838.43
230051	Fritz, Tara	2023-02-17	2,296.39
230052	Potter, Grace	2023-02-17	1,673.31
230053	Enns, Trudy	2023-02-17	1,277.67
230054	Holmberg, Jennifer	2023-02-17	823.75
230055	Lingenfelter, Bonnie	2023-02-17	1,471.53
230056	Johnson, Lauren	2023-02-17	1,422.08
230057	Gregoire Joanne	2023-02-17	1,558.60
230058	Attrell, Kelly	2023-02-17	893.10
230059	Dale, Dana	2023-02-17	1,706.14
230060	Doiron, Mark	2023-02-17	1,514.81
230061	Kolbinson, Matthew	2023-02-17	1,747.92
230062	Lingenfelter, Tim	2023-02-17	1,393.00
230063	Moffatt, Corine	2023-02-17	1,384.11
230064	Reid, Gerald	2023-02-17	1,812.43
230065	Shea-White, Austin	2023-02-17	1,089.32
230066	Schulze, Fred	2023-02-17	2,462.46
230067	Gulka, Emma	2023-02-17	643.55
230068	Lingenfelter, Ryden	2023-02-17	128.71
230069	Municipal Employees'	2023-02-17	5,958.98
230070	Canada Revenue Agency -Payroll	2023-02-17	10,888.13
18985	Access Communications	2023-02-21	155.35
18986	Affinity Credit Union	2023-02-21	2,063.68
18987	Aon Canada Inc.-T57048C	2023-02-21	2,757.06
18988	Apex Distribution Inc.	2023-02-21	98.28
18989	Audrey's Flower Oasis	2023-02-21	55.50
18990	B & A Petroleum Ltd.	2023-02-21	3,147.14
18991	B&D Contract Services	2023-02-21	244.13
18992	BELL	2023-02-21	119.16
18993	Boomtown Cup Committee	2023-02-21	1,500.00
18994	Canada Life Assurance Co.	2023-02-21	624.00
18995	The Coburn Co.	2023-02-21	4,301.25
18996	Country Club Dist. 2008 Ltd.	2023-02-21	599.52
18997	Cori Davidson	2023-02-21	1,170.08
18998	Enviroway Detergent Man. Inc.	2023-02-21	386.70
18999	Farmhouse Communications	2023-02-21	420.00
19000	Shaunavon Food Bank	2023-02-21	600.00
19001	Grand Coteau Heritage And	2023-02-21	1,020.00
19002	Helix Construction Ltd.	2023-02-21	201.71
19003	Kornfeld Electric	2023-02-21	168.84
19004	Minister of Finance	2023-02-21	30.00
19005	Saskatchewan Health Authority	2023-02-21	23.00
19006	MuniSoft	2023-02-21	599.40
19007	Pioneer Co-op	2023-02-21	924.89
19008	R.V. Auto Parts	2023-02-21	81.96
19009	Red Iron Outfitters	2023-02-21	754.80
19010	Richardson Executive Search	2023-02-21	5,250.00
19011	RMAA Workshop Fund	2023-02-21	100.00
19012	S.A.M.A	2023-02-21	28,332.00
19013	SEDA	2023-02-21	376.95
19014	Shaunavon Animal Clinic	2023-02-21	76.59
19015	SUMA	2023-02-21	9,806.31
19016	TAXervice	2023-02-21	11,671.55
19017	Triways Disposal Services	2023-02-21	3,590.75
19018	Xerox Canada Ltd.	2023-02-21	471.33
19019	Cormik Enterprises Inc.	2023-02-28	4,725.00

Payment #	Vendor	Date	Amount
19020	Elmgren, Kent	2023-02-28	2,000.00
Total:			<u>177,312.10</u>

KB
[Signature]

SHAUNAVON AND DISTRICT FIRE AND RESCUE

February 21, 2023
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
834	B & A Petroleum Ltd.	2023-02-21	212.07
835	Cooper, Jeff	2023-02-21	571.00
836	Shaunavon Elks Hall	2023-02-21	600.00
837	Goldstein, Merrick	2023-02-21	979.80
838	Greenlay, Clayton	2023-02-21	449.95
839	Guenther, Kobie	2023-02-21	449.95
840	Gulaga, Corey	2023-02-21	449.95
841	Hewgill, Braedan	2023-02-21	449.95
842	Brett Kronberg	2023-02-21	400.00
843	Pioneer Co-op	2023-02-21	127.29
844	Ranchhouse	2023-02-21	98.31
845	SaskPower	2023-02-21	146.48
846	SaskEnergy	2023-02-21	759.85
847	Serafinus, Logan	2023-02-21	449.95
848	Snack Shack	2023-02-21	39.56
849	Sorenson, Caine	2023-02-21	449.95
850	White, Ron	2023-02-21	400.00
Total:			<u>7,034.06</u>