

Town of Shaunavon
Meeting Minutes
Council Meeting June 15, 2021 - 07:30 PM

Town of Shaunavon Courtroom
401 Third Street West - Shaunavon, SK

Attendance: Mayor Kyle Bennett; Councillors: Mike Greenlay, Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Brent Michelson and Travis Nelson; 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.
- 2021-294 **2 Addition of Rock Solid Request to the Agenda**
Councillor Kornfeld
Councillor Lingenfelter
- That Council shall allow the Rock Solid Refuge requests onto the June 15, 2021 council meeting agenda as new business.
- CARRIED UNANIMOUSLY**
- 2021-295 **3 Approve Minutes**
Councillor Greenlay
Councillor Klassen
- That Council approves the minutes of the June 1, 2021 regular council meeting, as presented.
- CARRIED**
- 4 Financial Reports**
- 4.1 Town of Shaunavon Cheque Register**
- Councillor Kornfeld declared financial interest, as the owner of Kornfeld Electric, in regards to the Town of Shaunavon voucher #17212, for the amount of \$260.85 payable to Kornfeld Electric and left the council chambers at 7:33 PM.
- 2021-296 **4.1.1 Kornfeld Electric Voucher**
Councillor Greenlay
Councillor Nelson
- That Council approves the payment of voucher #17212 in the amount of \$260.85 payable to Kornfeld Electric.
- CARRIED**
- Councillor Kornfeld returned to the regular meeting at 7:34 PM.
- Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises, in regards to the Town of Shaunavon voucher #17214, for the amount of \$225.11 payable to Leaf and Powder Enterprises and left the council chambers at 7:34 PM.
- 2021-297 **4.1.2 Leaf and Powder**
Councillor Nelson
Councillor Lingenfelter
- That Council approves the payment of voucher #17214 in the amount of \$225.11 payable to Leaf and Powder Enterprises Inc.
- CARRIED**
- Councillor Greenlay returned to the regular council meeting at 7:35 PM.



- 2021-298 **4.2 Approval of Town of Shaunavon Cheque Register**
 Councillor Kornfeld
 Councillor Michelson
- That Council approves the payment for the remainder of accounts shown on the attached Schedule "A" in the amount of \$215,520.57, and forms part of these minutes.
- CARRIED**
- 2021-299 **4.3 Shaunavon and District Fire and Rescue Cheque Register**
- 4.3.1 Approval of Shaunavon and District Fire and Rescue Cheque Register**
 Councillor Nelson
 Councillor Kornfeld
- 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 \$15,904.24 and forms part of these minutes.
- CARRIED**
- 2021-300 **4.4 Town of Shaunavon and SDFR Bank Reconciliation and Town of Shaunavon Tax Collections Reports**
 Councillor Nelson
 Councillor Greenlay
- That Council accepts the May 2021 Town of Shaunavon's bank reconciliation and tax collection reports as presented, as well as the May 2021, Shaunavon and District Fire and Rescue committee's bank reconciliation report as presented.
- CARRIED**
- 2021-301 **4.5 Town of Shaunavon and SDFR Statement of Financial Activities**
 Councillor Kornfeld
 Councillor Nelson
- That Council accepts the Town of Shaunavon's May 2021 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's May 2021 Statement of Financial Activities reports as presented.
- CARRIED**
- 5 Management Reports**
- CAO Fritz left the regular meeting at 7:47 PM and returned at 7:51 PM.
- 2021-302 **5.1 Acceptance of Management Reports**
 Councillor Greenlay
 Councillor Kornfeld
- That Council accepts all manager reports, as presented:
1. Chief Administrative Officer report.
 2. Director of Operations report.
- CARRIED**
- 2021-303 **6 New Business**
- 6.1 Rock Solid Refuge Street Closure Request**
 Councillor Greenlay
 Councillor Kornfeld
- That Council shall permit Rock Solid Refuge's street closure request on Second Street East directly in front of the Shaunavon Alliance Church, as not to impede any adjacent residential properties, on Sunday July 18, 2021 from 7:00 AM until 12:00 PM.
- CARRIED**

Councillor Lingenfelter declared a personal conflict, as his mother is the contracted Bylaw Enforcement Officer, and left the meeting at 8:11 PM.

6.2 Regional Bylaw Enforcement Officer

2021-304

6.3 Bylaw Enforcement Contract
Councillor Kornfeld
Councillor Nelson

That Council approves the extension of the Bylaw Enforcement Officer contract to July 31, 2021.

CARRIED

Councillor Lingenfelter returned to the council meeting at 8:16 PM.

2021-305

6.4 Lots 1-10, Block 3, Plan B3185 - Auction
Councillor Kornfeld
Councillor Lingenfelter

That Council directs CAO to negotiate the commission for the proposed auction fees for the sale of Lots 1-10, Block 3, Plan B3185 sold through Ritchie Brothers Auctions. Council shall authorize a rate of 5% to 10% commission be deducted from the gross proceeds of the sale, plus the additional \$5,000 marketing fee.

CARRIED

2021-306

6.4.1 Lots 13-14, 38-44, Block 3, Plan B3185
Councillor Kornfeld
Councillor Lingenfelter

That Council directs CAO Fritz to tender Lots 13-14 and 38-44, Block 3, Plan B3185. Furthermore, that the tenders must be received in an office of the Town of Shaunavon's auditor no later than September 3, 2021 and shall be awarded at the September 7, 2021 Council meeting,

CARRIED

2021-307

6.5 Shaunavon Dog Park Committee
Councillor Kornfeld
Councillor Michelson

That Council directs CAO Fritz to send a letter to the Shaunavon Dog Park Committee to request that they supply their financial reports and future plans prior to Council deciding on the outstanding invoice #2020-00383 in the amount of \$2,490.00.

CARRIED

2021-308

6.6 2020-197 SUMA Resolution
Councillor Nelson
Councillor Klassen

That Council approves the wording of the presented resolution to be put forth to SUMA for the 2022 Convention, in reference to resolution number 2020-197.

CARRIED

2021-309 **6.7 Tax Enforcement: Request PMB consent**
 Councillor Greenlay
 Councillor Klassen

That the Town of Shaunavon proceed with Tax Enforcement proceedings by requesting Provincial Mediation Board Consent to take title on the following properties:

Lot	Block	Plan
1	36	B3185
15	36	B3185
20	37	B3185
20-21	7	B3185
34-37	10	B3185
8-14	13	B3185
18-22	15	B3185
10	23	B3185

CARRIED

2021-310 **6.7.1 Demolition of Dilapidated Buildings**
 Councillor Kornfeld
 Councillor Nelson

That Council directs CAO Fritz to demolish the dilapidated buildings located at Lots 18-22, Block 15, Plan B3185 and Lot 6, Block 19, Plan B3185.

CARRIED

Councillor Nelson left the regular meeting at 8:43 PM and returned at 8:45 PM.

2021-311 **6.8 Chamber of Commerce Boomtown Days Requests**
 Councillor Michelson
 Councillor Greenlay

That Council shall permit the following to allow for the Shaunavon Chamber of Commerce to host Boomtown Days:

1. Saturday July 17, 2021
 1. Street closure from 8:00 Am until 4:00 PM on Centre Street from Railway Street to Third Avenue on the south side and then again from the north side of Third Avenue all the way to Fifth Avenue, as well as Fourth Avenue from Centre Street to First Street East.
 2. Street closure, for the duration of the parade, from Third Avenue (at the Second Street West intersection) through until Fifth Street East, and around the Shaunavon Long Term Care Centre.
 3. The usage of Memorial Park for a car show, shall be at the discretion of the Director of Operations.
 4. If the Director of Operations does not deem Memorial Park as acceptable for the car show, that Council shall permit a street closure from First Street East from Fifth Avenue East to Fourth Avenue East (by RMP Auto).
 5. The usage of the amphitheatre and Memorial Park.
 6. The free usage of tables for the car show.
 7. To permit music in Memorial Park until 11:00 PM.
2. Sunday, July 18, 2021
 1. The usage of the amphitheatre and Memorial Park.
 2. The free usage of tables and chairs for pancake breakfast.

Furthermore, the Shaunavon Chamber of Commerce shall be responsible for pick-up and drop off of the tables and chairs and be responsible for any damages that occur to them during their usage.

CARRIED



- 2021-312 **6.9 Harvest Eatery Temporary Street Closure Request**
 Councillor Michelson
 Councillor Lingenfelter
- That Council accepts the Harvest Eatery & Fresh Market's proposal to a temporary street closure, as per the supplied map, to allow for the Harvest Eatery to extend their lounge onto Municipal Property for the period of Saturday, July 17, 2021 from 8:00 AM to 4:00 PM (plus one hour for clean-up). That Council of the Town of Shaunavon approves the issuance of a Special Occasion Liquor Permit provided that:
1. All the rating capacities for the facilities are complied with;
 2. Sufficient security and supervision must be supplied by the permit holder; and
 3. Subject to compliance with Saskatchewan Liquor and Gaming Authority Rules and Regulations within the Authorized permit.
- CARRIED**
- 2021-313 **6.10 Shaunavon Food Bank Request**
 Councillor Greenlay
 Councillor Michelson
- That Council shall provide a \$600 grant to the Shaunavon Food Bank.
- CARRIED**
- 7 Committee Reports**
- 7.1 Public Works Committee - Councillor Kornfeld**
- 2021-314 **7.1.1 2021 Additional Paving Procurement**
 Councillor Kornfeld
 Councillor Klassen
- That Council accepts the recommendation from the Public Works Committee to award the 2021 additional paving tender to Southwest Paving Ltd., at the rate of \$96,906.90, plus applicable taxes.
- CARRIED**
- 2021-315 **7.1.2 Fire Hydrant Replacement**
 Councillor Klassen
 Councillor Nelson
- That Council accepts the recommendation from the Public Works Committee to award the Hydrant Replacement Tender to Helix Construction, at the rate of \$382,617.00, plus applicable taxes.
- CARRIED**
- 2021-316 **7.1.3 Water/Sewer Connection, Maintenance and Repair Policy**
 Councillor Kornfeld
 Councillor Nelson
- That Council shall defer the decision respecting the recommendation from the Public Works Committee to adopt the presented Water/Sewer Connection, Maintenance and Repair policy until the July 13, 2021 council meeting.
- CARRIED**
- 2021-317 **7.1.4 Landfill Closure Environmental Assessment**
 Councillor Kornfeld
 Councillor Nelson
- That Council accepts the recommendation from the Public Works Committee to award the Landfill Site Assessment and Closure Design RFP to Wyatt Engineering Ltd., at a rate of \$30,000, plus applicable taxes.
- DEFEATED**

- 2021-318 **7.1.4.1 Waste Disposal Grounds Environmental Site Assessment Timelines**
 Councillor Lingenfelter
 Councillor Klassen
- That Council directs CAO Fritz to address the Ministry of Environment, asking for a one -year extension to the Waste Disposal Grounds Environmental Site Assessment timelines, due to budget overruns for the fire hydrant replacement program. CAO Fritz to indicate that the fire hydrant replacement program affects the immediate health and safety of our citizens, as it impacts fire protection and water quality.
- CARRIED**
- 2021-319 **7.1.5 Demolition Incentive Policy**
 Councillor Lingenfelter
 Councillor Nelson
- That Council accepts the recommendation from the Public Works Committee to amend and adopt the Dilapidated Demolition Policy, as presented, as the Town has only received one response for the 2021 Request for Pre-Qualification for Building Demolition Contractors that closed June 4, 2021.
- CARRIED**
- 2021-320 **7.1.6 Urban Tree Policy**
 Councillor Kornfeld
 Councillor Klassen
- That Council shall accept the recommendation from the Public Works Committee to adopt the revised Urban Tree policy, as presented.
- CARRIED**
- 2021-321 **7.1.7 Water Quality Report May 1-31, 2021**
 Councillor Nelson
 Councillor Klassen
- That Council shall receive and file the Monthly Water Quality report for the month of May 2021, as presented.
- CARRIED**
- Councillor Kornfeld left the regular meeting at 9:28 PM and returned at 9:29 PM.
- 2021-322 **7.2 Extend Council Meeting**
 Councillor Greenlay
 Councillor Nelson
- That Council approves to extend the meeting.
- CARRIED**
- 7.3 Council Attended Events**
- Councillor Lingenfelter and Mayor Bennett attended the grand opening of Studio South West Salon & Shop.
- Councillor Klassen left the regular meeting at 9:40 PM and returned at 9:43 PM.

2021-324

7.4 Acceptance of Committee Reports

Councillor Nelson
Councillor Kornfeld

That Council accepts all committee reports as presented:

1. Councillor Kornfeld presented a verbal report along with the June 8, 2021 Committee meeting minutes - DRAFT, and the May 2021 water quality report.
2. Councillor Greenlay presented a verbal report on behalf of the Economic Development Committee.
3. Mayor Bennett presented a verbal report on behalf of Southwest Waste Management committee.
4. Councillor Lingenfelter presented a verbal report along with the June 14, 2021 Wellness and Leisure Committee meeting minutes - DRAFT.
5. Councillor Michelson presented a verbal report along with the June 2, 2021 Committee meeting minutes - VERBALLIZED
6. Councillor Lingenfelter presented a verbal report along with the June 8, 2021 SDFR Committee meeting minutes - DRAFT
7. Mayor Bennett presented a verbal report on behalf of Southwest Transportation Planning Council, and Splash Park.

CARRIED

8 Bylaws

2021-325

8.1 Bylaw 2021-05 - Permitting of Trailers, Mobile Homes and Portable Shacks (third reading)

Councillor Nelson
Councillor Kornfeld

That Council authorizes that Bylaw 2021-05– A Bylaw to Provide for the Permitting of Occupants of Trailers, Mobile Homes and Portable Shacks, be introduced and read the third and final time and be adopted.

CARRIED

2021-326

8.2 Bylaw 2021-06 - Council Procedures Bylaw (second reading)

Councillor Michelson
Councillor Nelson

That Council authorizes that Bylaw 2021-06 – A Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees, to be read a second time.

DEFEATED

Councillor Kornfeld and Councillor Nelson left the regular meeting at 9:58 PM and Councillor Kornfeld returned at 9:59 PM. Councillor Nelson returned at 9:59 PM. Councillor Greenlay left the regular meeting at 9:59 PM and returned 10:00 PM.

2021-327

8.2.1 Amend Bylaw 2021-06 - Council Procedures Bylaw

Councillor Michelson
Councillor Nelson

That Council shall amend section 67 of the Bylaw 2021-06 - The Council Procedures Bylaw as follows:

- a. The Committee shall be appointed by the Mayor and approved by resolution of Council.
- b. Upon the Mayor's recommendation, Council may revoke the membership of any individual who has been appointed.

DEFEATED

9 Correspondence

2021-328 **9.1 Mayor Jesse Gordon Town of Eastend**
Councillor Kornfeld
Councillor Michelson

That Council authorizes Mayor Bennett or Acting Mayor to attend the Town of Eastend's Dino Days Parade as a VIP Guest on Saturday, July 24, 2021.

CARRIED

2021-329 **9.2 File Correspondence**
Councillor Kornfeld
Councillor Klassen

That Council approves that the following correspondence having been read, now be filed:

1. Jesse Gordon - Town of Eastend

CARRIED

2021-330 **10 Strategic Planning In-Camera**
Councillor Kornfeld
Councillor Lingenfelter

That Council meets in a Strategic Planning In-Camera session at 10:08 PM.

CARRIED

CAO Fritz and Finance Clerk Trudy Enns left the regular meeting at 10:08 PM. Present: Mayor Bennett; Councillors Greenlay, Klassen, Kornfeld, Lingenfelter, Michelson and Nelson. CAO Fritz and Finance Clerk Trudy Enns returned to the regular meeting at 10:28 PM.

2021-331 **10.1 Strategic Planning In-Camera Session Concluded**
Councillor Nelson
Councillor Klassen

That Council approves that the Strategic Planning In-Camera session is concluded and the regular order of business be resumed at 10:20 PM.

CARRIED

2021-332 **11 Adjournment**
Councillor Kornfeld
Councillor Nelson

That Council now adjourns the meeting at 10:32 PM.

CARRIED

Date approved: July 13, 2021

Kyle Bennett, Mayor

Tara Fritz, CAO

**TOWN OF SHAUNAVON
JUNE 15, 2021
CHEQUE REGISTER**

Payment #	Vendor	Date	Amount
17192	Holy Trinity Roman Catholic	2021-06-03	23,591.40
210170	Fritz, Tara	2021-06-03	2,183.87
210171	Holmberg, Jennifer	2021-06-03	64.00
210172	Stewart, Sherrilyn	2021-06-03	1,211.51
210173	Potter, Grace	2021-06-03	1,614.53
210174	Johnson, Lauren	2021-06-03	1,329.95
210175	Enns, Trudy	2021-06-03	1,119.61
210176	Gregoire Joanne	2021-06-03	1,434.65
210177	Attrell, Kelly	2021-06-03	837.30
210178	Dale, Dana	2021-06-03	1,535.07
210179	Doiron, Mark	2021-06-03	1,944.23
210180	Johnson, Brian	2021-06-03	1,522.28
210181	Lingenfelter, Tim	2021-06-03	1,404.21
210182	Moffatt, Corine	2021-06-03	1,195.00
210183	Pommier, Michael	2021-06-03	588.92
210184	Reid Gerald	2021-06-03	1,510.52
210185	Phillips, Ron	2021-06-03	2,083.34
210186	Schulze, Fred	2021-06-03	2,034.25
210187	Stearns, Kennedy	2021-06-03	1,404.70
210188	Morin, Anna	2021-06-03	896.02
210189	Thienes, Logan	2021-06-03	815.40
210190	Bennett, Hannah	2021-06-03	1,222.77
210191	Fuller, Mathew	2021-06-03	1,414.46
210192	Larson, Blaze	2021-06-03	1,053.30
210193	Oberle, Brock	2021-06-03	1,053.30
210194	Municipal Employees'	2021-06-03	5,627.28
210195	Canada Revenue Agency-Payroll	2021-06-03	12,589.05
210196	Minister of Finance (school)	2021-06-03	75,384.56
17193	A & B Auto Centre	2021-06-15	76.08
17194	AED Advantage Sales Ltd.	2021-06-15	417.78
17195	Apex Distribution Inc.	2021-06-15	494.58
17196	B & A Petroleum	2021-06-15	3,831.37
17197	B&D Contract Services	2021-06-15	544.58
17198	BELL	2021-06-15	108.06
17199	Brownlee LLP	2021-06-15	512.61
17200	Canada Life Assurance Co.	2021-06-15	936.00
17201	Cleartech Industries Inc.	2021-06-15	817.05
17202	Country Club Dist. 2008 Ltd.	2021-06-15	165.69
17203	Crossroad Energy Solutions Inc	2021-06-15	461.72
17204	Dale, Dana	2021-06-15	70.00
17205	Andrea Dhas	2021-06-15	118.13
17206	Fritz, Tara	2021-06-15	70.00
17207	Helix Construction Ltd.	2021-06-15	333.91
17208	Houghton Boston	2021-06-15	1,276.50
17209	JAE's Pharmacy	2021-06-15	89.81
17210	Johnson, Lauren	2021-06-15	70.00
17211	Johnson, Marlo	2021-06-15	129.38
17212	Kornfeld Electric	2021-06-15	260.85
17213	Kornfeld, Riley	2021-06-15	465.00
17214	Leaf & Powder Enterprises Inc.	2021-06-15	225.11
17215	Lifesaving Society	2021-06-15	326.00
17216	Live Ink Media	2021-06-15	2,022.59
17217	Loren's Machine Shop	2021-06-15	576.58
17218	Manitoulin Transport inc.	2021-06-15	413.47
17219	Saskatchewan Health Authority	2021-06-15	92.00
17220	MuniSoft	2021-06-15	114.45
17221	Phillips, Ron	2021-06-15	70.00
17222	Pioneer Co-op	2021-06-15	679.29
17223	Provincial Mediation Board	2021-06-15	160.00

17224 Payment #	Purolator Courier Ltd. Vendor	2021-06-15 Date	43.47 Amount
17225	R.V. Auto Parts	2021-06-15	17.90
17226	Robertson Implements (1988) Ltd	2021-06-15	818.33
17227	SaskPower	2021-06-15	12,153.38
17228	Saskatchewan Crime Stoppers	2021-06-15	200.00
17229	Sasktel CMR	2021-06-15	1,271.55
17230	Schulze, Fred	2021-06-15	70.00
17231	Shaunavon & District Fire	2021-06-15	116.00
17232	SEIU- West	2021-06-15	801.36
17233	Shaunavon Chamber Of Commerce	2021-06-15	5,000.00
17234	Shaunavon Florist & Garden Cen	2021-06-15	3,622.24
17235	Shaunavon RX	2021-06-15	7.76
17236	Shaunavon Standard	2021-06-15	710.52
17237	Shaunavon Tire & Alignment Ltd	2021-06-15	2,123.14
17238	Southwest Waste Management	2021-06-15	6,403.20
17239	Stearns, Kennedy	2021-06-15	27.73
17240	Stevenson Industrial	2021-06-15	3,914.69
17241	SUMA	2021-06-15	5,869.34
17242	Supreme Office Products	2021-06-15	357.23
17243	Triways Disposal Services	2021-06-15	3772.82
17244	Veseris	2021-06-15	2,730.00
17245	Xerox Canada Ltd.	2021-06-15	931.58
		Total:	<u>215,556.31</u>

Shaunavon and District Fire and Rescue
JUNE 15, 2021
CHEQUE REGISTER

<u>Payment #</u>	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
506	Associated Fire Safety	2021-06-15	14,964.15
507	B & A Petroleum Ltd.	2021-06-15	345.52
508	Goldstein, Merrick	2021-06-15	183.75
509	SaskPower	2021-06-15	285.49
510	Sasktel CMR	2021-06-15	125.33
		Total:	<u>15,904.24</u>

KB
JF