

Town of Shaunavon
Meeting Minutes
Council December 7, 2021 - 07:30 PM

Town of Shaunavon Council Chambers
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.
- 2021-552 **2 Approve Minutes**
Councillor Greenlay
Councillor Lingenfelter
That Council approves the minutes of the November 16, 2021 meeting, as circulated.
CARRIED
- 3 Financial Reports**
- 3.1 Town of Shaunavon Cheque Register**
Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc, in regards to Town of Shaunavon voucher #17708 for the amount of \$288.75, payable to Leaf and Powder Enterprises Inc.. and left the council chambers at 7:31 PM.
- 2021-553 **3.1.1 Leaf and Powder**
Councillor Kornfeld
Councillor Lingenfelter
That Council approves the payment of voucher #17708 in the amount of \$288.75 payable to Leaf and Powder Enterprises Inc.
CARRIED
Councillor Greenlay returned to the regular meeting at 7:31 PM.

Councillor Kornfeld declared financial interest, as the owner of Kornfeld Electric Ltd, in regards to the Town of Shaunavon voucher #17707 for the amount of \$1,570.83, payable to Kornfeld Electric Ltd. and left the council chambers at 7:32 PM.
- 2021-554 **3.1.2 Kornfeld Electric Voucher**
Councillor Klassen
Councillor Nelson
That Council approves the payment of voucher #17707 in the amount of \$1,570.83 payable to Kornfeld Electric Ltd.
CARRIED
Councillor Kornfeld returned to the regular meeting at 7:32 PM.
- 2021-555 **3.2 Approval of Town of Shaunavon Cheque Register**
Councillor Greenlay
Councillor Klassen
That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$218,733.62, and forms part of these minutes.
CARRIED



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3.3 Shaunavon and District Fire and Rescue Cheque Register

Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc., in regards to the Shaunavon and District Fire and Rescue voucher #596 for the amount of \$236.25, payable to Leaf and Powder Enterprises Inc. and left the council chambers at 7:34 PM.

2021-556

3.3.1 Leaf and Powder

Councillor Lingenfelter
Councillor Kornfeld

That Council approves the payment of voucher #596 in the amount of \$236.25 payable to Leaf and Powder Enterprises Inc.

CARRIED

Councillor Greenlay returned to the regular meeting at 7:34 PM.

2021-557

3.3.2 Approval of Shaunavon and District Fire and Rescue Cheque Register

Councillor Kornfeld
Councillor Michelson

That Council approves the remaining payment of the Shaunavon and District Fire and Rescue committee's accounts on the attached Schedule "B" in the amount of \$14,549.54 and forms part of these minutes.

CARRIED

4 Management Reports

2021-558

4.1 Audio Video Recording Device - Bylaw Enforcement

Councillor Kornfeld
Councillor Michelson

That Council authorizes that Bylaw Enforcement Officer Lingenfelter may install an audio-visual recording device for audio and video documentation in the Unit 30 (Bylaw Enforcement vehicle) during the work hours; and that Council directs CAO Fritz to investigate the cost of the Town installing a dash-type camera into Unit #30 for the same purpose.

CARRIED

2021-559

4.2 Acceptance of Management Report

Councillor Kornfeld
Councillor Greenlay

That Council shall accept the following management reports as presented:

1. Chief Administrative Officer report.
2. Director of Operations report.
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

5 Business Arising from the Minutes

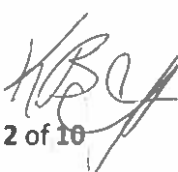
2021-560

5.1 Board of Revisions

Councillor Greenlay
Councillor Lingenfelter

That Council shall authorize CAO Fritz to enter into an agreement with Western Municipal Consulting Ltd. to provide Board of Revision services for the Town of Shaunavon, as the Pine Cree District Board of Revisions has hereby been dissolved.

CARRIED



- 2021-561 **5.2 Provincial Mediation Board Consent to Acquire Title - Lot E, Block 46, Plan DV6162**
 Councillor Kornfeld
 Councillor Lingenfelter
- That Council shall permit to enter into a two year formal agreement with the property owner respecting the tax arrears on Lot E, Block 46, Plan DV6162 and that this agreement shall contain a clause that all utilities must be kept current and a default clause that shall state that if payment arrangements are defaulted that the Town shall proceed with acquiring title of Lot E, Block 46, Plan DV6162; 678 Third Street West pursuant to section 26.1 of *The Tax Enforcement Act*; with the current taxes abated from the transfer date, as per subsection 34(2) of *The Tax Enforcement Act*.
- CARRIED**
- 2021-562 **6 New Business**
- 6.1 Declaration of Eligibility - Municipal Revenue Sharing Grant**
 Councillor Greenlay
 Councillor Klassen
- The Council of the Town of Shaunavon confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:
- Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;
 - Submission of the 2020 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 and annually updated their Public Disclosure Statements, as required; and
- That we authorize CAO Fritz to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.
- CARRIED**
- 2021-563 **6.2 Mobile Office Request**
 Councillor Greenlay
 Councillor Kornfeld
- That Council accepts CAO Fritz's recommendation, as the appointed Development Officer for the Town of Shaunavon, to permit the placement of a permanent officer trailer on Lots 7-9, Block 9, Plan B3185, as an office is a permitted in the C1 zoning district in the Town of Shaunavon's Zoning Bylaw.
- CARRIED**
- 2021-564 **6.3 Lots 18-22, Block 15, Plan B3185 Demolition**
 Councillor Greenlay
 Councillor Nelson
- That Council directs CAO Fritz to place \$30,000, plus applicable taxes into the 2022 budget for consideration to complete the Phase II Environmental Site Assessment for Lots 18-22, Block 15, Plan B3185, if in the event that the municipality should be required to complete such actions.
- CARRIED**

2021-565

6.4 Unpaid Costs to Tax Roll

Councillor Nelson
Councillor Michelson

That Council shall authorize that registered letters may be sent to property owners stating that all unpaid accounts under Section 369 of *The Municipalities Act* that remain in arrears at December 31, 2021 may be added to and form part of the 2021 tax roll; and that moving forward, that Council authorizes that registered letters may be sent to property owners stating that all unpaid accounts under Section 369 of *The Municipalities Act* that remain in arrears at December 31st of every year may be added to and form part of the annual tax roll.

CARRIED

Councillor Michelson declared conflict of interest, as the Grand Coteau Heritage and Cultural Centre Chair, and left the regular meeting at 8:17 PM.

2021-566

6.5 Council Remuneration

Councillor Lingenfelter
Councillor Nelson

That Council accepts the recommendation from the Administration Committee to consider setting the Council Remuneration as follows, effective January 1, 2021:

- 1) Mayor
 - a) Annual remuneration \$ 12,500.00
Committee Meeting - \$ 155.00
 - 2) Aldermen
 - a) Regular council meetings \$ 155.00
 - b) Special council meetings \$ 155.00
Committee Meeting - \$ 155.00 (Administration, Public Works, W&L, GCHCC, EDC)
 - c) Attending functions, Town business
Annual remuneration \$ 1,500.00
 - 3) Committee chair remuneration, for the following committees/boards:
 - a) Admin, EDC, Grand Coteau Heritage and Cultural Centre, Public Works, and Wellness & Leisure
(Only available in role as chair and is per committee/board.) \$ 625.00
 - 4) Authorized travel outside of the municipality
 - a) Council Daily remuneration (full day) \$ 250.00
 - b) Council Daily remuneration (half-day) \$ 155.00
 - c) Vehicle allowance (per kilometer)-council members \$ 0.55
 - d) Vehicle allowance (per kilometer)-staff & others \$ 0.55
 - e) Meals
 - i) Breakfast \$ 20.00
 - ii) Lunch \$ 25.00
 - iii) Dinner \$ 40.00
 - f) Lodging Actual Expense
 - 5) General
 - a) Remuneration and expenses for travel outside of the municipality shall be paid upon approval of the travel expense claim;
 - b) Other remuneration shall be paid by June 30th & December 24 in each year.
 - c) Out of town meetings, attendance authorized by Council - five (5) hours or more in time (including travel time) receive full per diem; less than five (5) hours receive half day per diem.
 - d) Meetings in Town, attendance authorized by Council - less than four (4) hours in time receive half of per diem.
- That Town staff and others approved by Council, be reimbursed as per authorized travel outside of the municipality, items 4) (d), (e) and (f). Council to be paid in June and December.

CARRIED

Councillor Michelson and returned to the regular meeting at 8:19 PM.

- 2021-567 **6.6 U.M.A.A.S. Workshop**
 Councillor Lingenfelter
 Councillor Greenlay
- That Council shall permit CAO Fritz to attend the March 22, 2022 U.M.A.A.S. Dealing with Difficult Conversations workshop in Swift Current, Saskatchewan.
- CARRIED**
- 2021-568 **7 Committee Reports**
- 7.2.1 Staff Certification Policy**
 Councillor Kornfeld
 Councillor Nelson
- That Council accepts the recommendation from the Public Works Committee to cancel the Staff Certification policy number 2020-227 due to the current Collective Bargaining Agreement.
- CARRIED**
- 2021-569 **7.3.1 Code of Ethics Bylaw**
 Councillor Nelson
 Councillor Greenlay
- That Council shall accept the recommendation from the Administration committee to consider adopting the Code of Ethics Bylaw, as presented.
- CARRIED**
- 2021-570 **7.3.2 Adjacent Residential/Commercial Lots Policy**
 Councillor Greenlay
 Councillor Kornfeld
- That Council shall accept the recommendation from the Administration Committee to replace the existing adjacent residential/commercial lots policy with the following: On the condition that there is only one dwelling (as defined by the most current Town of Shaunavon's Zoning bylaw) per tax roll, that a neighboring or adjacent lot owner may purchase the property next to them without any stipulations for development and be joined on the same tax roll without being tied or consolidated together, at the owners request as long as both properties are owned by the same owner. The maximum frontage for consolidated residential lots shall be one hundred and twenty (120) feet, and that any request over the one hundred and twenty frontage feet must be authorized by council resolution.
- CARRIED**
- Councillor Nelson left the regular meeting 8:38 PM and returned to the regular meeting at 8:39 PM.
- Councillor Kornfeld left the regular meeting at 8:51 PM and returned to the regular meeting at 8:52 PM.
- 2021-571 **7.6 Wellness and Leisure Committee - Councillor Lingenfelter**
 Councillor Kornfeld
 Councillor Greenlay
- That Council shall accept the recommendation from the Wellness and Leisure committee to regretfully recognize the expiry of term for board member Ken Billington and have the Wellness and Leisure committee recognize Ken for his years of service on the board and to accept the nomination of Jordi Thomas as the new Wellness and Leisure board member effective January 2022.
- CARRIED**
- 7.14 Airport Committee - Councillor Greenlay**
- Finance Clerk left the regular meeting at 9:12 PM and returned at 9:14 PM.

- 2021-572 **7.15 Acceptance of Committee Reports**
 Councillor Kornfeld
 Councillor Michelson
- That Council accepts all committee reports as presented:
1. Mayor Bennett presented a verbal Mayor's report, along with the November 9, 2021 Southwest Waste Management meeting minutes - DRAFT and presented the November 23, 2021 Southwest Transportation Planning Council meeting minutes - DRAFT, presented the November 30, 2021 Southwest Waste Management committee meeting minutes - DRAFT and presented a verbal Southwest Municipal Government Committee report.
 2. Councillor Kornfeld presented the November 22, 2021 Public Works committee meeting minutes - DRAFT.
 3. Councillor Nelson presented the November 17, 2021 Administration committee meeting minutes - DRAFT.
 4. Councillor Greenlay presented a verbal Economic Development report.
 5. Councillor Michelson presented the November 17, 2021 Chinook Local Library Board meeting minutes - DRAFT and the November 23, 2021 Chinook Regional Library Executive Board meeting minutes - DRAFT and presented a verbal Grand Coteau Heritage and Cultural Centre report.
 6. Councillor Lingenfelter presented the July 12, 2021 Pine Cree Regional Park meeting minutes and presented the December 6, 2021 Wellness and Leisure committee meeting minutes - DRAFT.
- CARRIED**
- 2021-573 **8 Bylaws**
- 8.1 2021-15 - The Code of Ethics Bylaw, 2021**
 Councillor Nelson
 Councillor Lingenfelter
- That Council authorizes that Bylaw 2021-15 - The Code of Ethics Bylaw, 2021, be introduced and read the first time; and that CAO Fritz shall investigate the following provisions for the next council meeting: 15(e), 38, 39, 95(j), and 99.
- CARRIED**
- 2021-574 **8.2 2021-16 Traffic Bylaw**
 Councillor Greenlay
 Councillor Michelson
- That Council authorizes that Bylaw 2021-16 - The Traffic Bylaw, be introduced and read the first time.
- CARRIED**
- 2021-575 **8.3 2021-16 Traffic Bylaw (Second Reading)**
 Councillor Greenlay
 Councillor Kornfeld
- That Council authorizes that Bylaw 2021-16 – The Traffic Bylaw, be read a second time.
- CARRIED**
- 2021-576 **8.4 Bylaw 2021-16 Traffic Bylaw (go to third reading)**
 Councillor Kornfeld
 Councillor Greenlay
- That Council authorizes that Bylaw 2021-16 - Traffic Bylaw, go to third and final reading.
- CARRIED UNANIMOUSLY**

- 2021-577 **8.5 2021-16 Traffic Bylaw (Third Reading)**
 Councillor Michelson
 Councillor Nelson
- That Council authorizes that Bylaw 2021-16 - Traffic Bylaw, be read the third and final time and be adopted.
- CARRIED**
- 2021-578 **9 Correspondence**
- 9.3 File Correspondence**
 Councillor Kornfeld
 Councillor Greenlay
- That Council approves that the following correspondence having been read, now be filed:
1. Kim Gartner, SUMAssure Insurance Reciprocal
 2. Dr Noble Irwin, Thank You Letter
- CARRIED**
- 2021-579 **10 Strategic Planning In-Camera Session**
 Councillor Klassen
 Councillor Nelson
- That Council meets in a Strategic Planning In-Camera session at 9:45 PM.
- CARRIED**
- Finance Clerk Trudy Enns and CAO Tara Fritz left the regular meeting at 9:45 PM. Present: Mayor Bennett, Councillors Greenlay, Klassen, Kornfeld, Lingenfelter, Michelson and Nelson. CAO Tara Fritz returned to the regular meeting at 9:56 PM.
- 2021-580 **10.1 Strategic Planning In-Camera Concluded**
 Councillor Greenlay
 Councillor Lingenfelter
- That Council approves that the Strategic Planning In-Camera session is concluded and the regular order of business be resumed at 9:56 PM.
- CARRIED**
- 2021-581 **11 Adjournment**
 Councillor Kornfeld
 Councillor Nelson
- That Council now adjourns the meeting at 9:56 PM.
- CARRIED**

Date approved: December 21, 2021

 Kyle Bennett, Mayor

 Tara Fritz, CAO

TOWN OF SHAUNAVON
December 7, 2021
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
17675	Affinity Credit Union	2021-11-16	4,650.60
17676	Cori Davidson	2021-11-16	477.50
17677	Wrong spelling	2021-11-16	0.00
17678	SaskPower	2021-11-16	4,908.29
17679	Tangle Media Inc.	2021-11-16	2,126.25
17680	Cormik Enterprises Inc.	2021-11-30	4,725.00
17681	Supreme Greens	2021-11-30	3,675.00
17682	Kelly Pommier	2021-11-16	14.59
210499	Holmberg, Jennifer	2021-11-19	742.10
210500	Potter, Grace	2021-11-19	1,618.00
210501	Johnson, Lauren	2021-11-19	1,335.98
210502	Enns, Trudy	2021-11-19	966.24
210503	Gregoire Joanne	2021-11-19	1,434.20
210504	Attrell, Kelly	2021-11-19	837.07
210505	Dale, Dana	2021-11-19	1,531.65
210506	Doiron, Mark	2021-11-19	1,437.07
210507	Johnson, Brian	2021-11-19	876.81
210508	Lingenfelter, Tim	2021-11-19	1,236.94
210509	Moffatt, Corine	2021-11-19	1,159.23
210510	Reid, Gerald	2021-11-19	1,313.17
210511	Phillips, Ron	2021-11-19	2,304.10
210512	Schulze, Fred	2021-11-19	2,034.25
210513	Byers, Jeremy	2021-11-20	1,279.42
210514	Municipal Employees'	2021-11-19	7,175.92
210515	Canada Revenue Agency -Payroll	2021-11-19	13,649.12
17683	1859964 Alberta Ltd	2021-12-07	360.00
17684	A & B Auto Centre	2021-12-07	218.31
17685	All-Net.ca Inc.	2021-12-07	2,217.23
	Issued To: Munisight Ltd.		
17686	Apex Distribution Inc.	2021-12-07	249.12
17687	B&D Contract Services	2021-12-07	522.38
17688	Bennett, Kyle	2021-12-07	369.90
17689	Brownlee LLP	2021-12-07	1,798.76
17690	Cleartech Industries Inc.	2021-12-07	122.42
17691	Coca-Cola Bottling Company	2021-12-07	473.25
17692	Cooper Plumbing & Heating Ltd.	2021-12-07	771.45
17693	Country Club Dist. 2008 Ltd.	2021-12-07	115.32
17694	Crossroad Energy Solutions Inc	2021-12-07	192.03
17695	Cori Davidson	2021-12-07	1,381.97
17696	Andrea Dhas	2021-12-07	275.63
17697	Donaldson Contracting Ltd.	2021-12-07	799.20
17698	Federation Of Canadian	2021-12-07	587.82
17699	Fer-Marc Equipment	2021-12-07	1,491.84
17700	Grand Coteau Heritage And	2021-12-07	45.00
17701	Great Plains College	2021-12-07	221.00
17702	Greve, Melody	2021-12-07	1,627.10
17703	Helix Construction Ltd.	2021-12-07	58,416.29
17704	Jay's Transportation Group Ltd	2021-12-07	144.75
17705	Johnson, Brian	2021-12-07	73.50
17706	Johnson, Marlo	2021-12-07	129.38
17707	Kornfeld Electric	2021-12-07	1,570.83
17708	Leaf & Powder Enterprises Inc.	2021-12-07	288.75
17709	Lingenfelter, Shawn	2021-12-07	190.75
17710	Lingenfelter, Bonnie	2021-12-07	3,325.00
17711	Timothy Miller	2021-12-07	60.00
17712	Saskatchewan Health Authority	2021-12-07	69.00
17713	Morin, Anna	2021-12-07	1,520.00

17714	MuniSoft	2021-12-07	1,525.20
17715	Perativ General Partnership	2021-12-07	36.75
17716	R.V. Auto Parts	2021-12-07	1,657.37
17717	Redhead Equipment	2021-12-07	124.58
17718	Rock Solid Trucking	2021-12-07	2,331.00
17719	Shaunavon & District Fire	2021-12-07	4,072.00
17720	SecurTek	2021-12-07	109.72
17721	Voided by the print process	2021-12-07	0.00
17722	SGI	2021-12-07	14,998.76
17723	Shaunavon Liquor	2021-12-07	2,657.91
17724	Shaunavon Florist & Garden Cen	2021-12-07	77.81
17725	Shaunavon Standard	2021-12-07	535.50
17726	Signs 'n Such Ltd.	2021-12-07	117.44
17727	Southwest Waste Management	2021-12-07	33,960.80
17728	Standard Shaunavon	2021-12-07	111.47
17729	Staples Professional Inc.	2021-12-07	137.49
17730	Stevenson Industrial	2021-12-07	2,017.99
17731	SUMA	2021-12-07	2,417.42
17732	Suncorp Valuations	2021-12-07	2,208.47
17733	Swift Sanitary Service 2005	2021-12-07	693.35
17734	TAXervice	2021-12-07	6,497.85
17735	Webb's Office Equipment	2021-12-07	283.09
17736	Western Canada Welding	2021-12-07	195.36
17737	Xerox Canada Ltd.	2021-12-07	165.97
17738	Zep Sales & Service of Canada	2021-12-07	90.44
		Total:	<u>220,593.20</u>

Shaunavon and District Fire and Rescue
December 7, 2021
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
593	Associated Fire Safety	2021-12-07	1,017.87
594	Kyle Bennett	2021-12-07	139.85
595	Allison Gifford	2021-12-07	328.88
596	Leaf & Powder Enterprises Inc.	2021-12-07	236.25
597	SEA HAWK	2021-12-07	4,635.36
598	Snack Shack	2021-12-07	363.97
599	Town of Eastend	2021-12-07	950.00
600	Vallen	2021-12-07	7,113.61
	Issued to: Vallen Canada Inc.		
		Total:	<u>14,785.79</u>

