

Town of Shaunavon
Meeting Minutes
Council Meeting January 17, 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 7:31 PM.
- 2023-021 **2 Approve Minutes**
Councillor Greenlay
Councillor Klassen
That Council approves the minutes of the January 3, 2023 regular council meeting, as presented.
CARRIED
- 3 Financial Reports**
- 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 #18927, for the amount of 933.22, payable to Kornfeld Electric and left the regular meeting at 7:31 PM.
- 2023-022 **3.1.1 Kornfeld Electric Voucher**
Councillor Greenlay
Councillor Klassen
That Council approves the payment of voucher #18927 in the amount of \$933.22 payable to Kornfeld Electric.
CARRIED
Councillor Kornfeld returned to the regular meeting at 7:33 PM.
- 2023-023 **3.2 Approval of Town of Shaunavon Cheque Register**
Councillor Greenlay
Councillor Kornfeld
That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$260,705.55, and forms part of these minutes.
CARRIED
- 3.3 Shaunavon and District Fire and Rescue Cheque Register**
- 2023-024 **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 \$40,703.86 and forms part of these minutes.
CARRIED
- 2023-025 **3.4 Town of Shaunavon and SDFR Bank Reconciliation and Town of Shaunavon Tax Collections Reports**
Councillor Nelson
Councillor Michelson
That Council accepts the December 2022 Town of Shaunavon's bank reconciliation and tax collection reports as presented, as well as the December 2022 Shaunavon and District Fire and Rescue committee's bank reconciliation report as presented.
CARRIED



- 2023-026 **3.5 Town of Shaunavon and SDFR Statement of Financial Activities**
 Councillor Lingenfelter
 Councillor Michelson
- That Council shall receive and file the Town of Shaunavon's December 2022 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's December 2022 Statement of Financial Activities reports as presented. Council acknowledges that there shall be additional year-end adjustments before the finalized audited 2022 financial statements.
- CARRIED**
- 2023-027 **4 Management Reports**
- 2023-027 **4.1 Acceptance of Management Reports**
 Councillor Michelson
 Councillor Kornfeld
- That Council shall accept the following management reports as presented:
1. Chief Administrative Officer
 2. Bylaw Enforcement Officer
 3. Economic Development Officer
 4. Director of Wellness and Leisure
 5. Director of Culture
 6. Communications Officer
- CARRIED**
- 2023-028 **5 Business Arising from the Minutes**
- 2023-028 **5.1 Annual Sprinkler Inspections**
 Councillor Greenlay
 Councillor Klassen
- That Council directs CAO Fritz to include up to \$20,000.00 in the 2023 budget for consideration to have the eight highlighted deficiencies corrected for the Courthouse and the six highlighted deficiencies corrected for the Crescent Point Wickenheiser Centre, as presented by Vipond Inc.
- CARRIED**
- 2023-029 **6 New Business**
- 2023-029 **6.1 2022 Annual Notice to Consumers**
 Councillor Michelson
 Councillor Lingenfelter
- That Council accepts the presented 2022 Annual Notice to Consumers; and that it shall be posted on the Town of Shaunavon's Website and posted in the Town Office.
- CARRIED**
- 2023-030 **6.2 2022 List of Lands in Arrears**
 Councillor Greenlay
 Councillor Michelson
- That Council authorizes that the circulated list of lands with tax arrears have all properties with 50% or less of the 2022 levy outstanding removed from the listing.
- CARRIED**



- 2023-031 **6.3 Advertising the 2022 List of Lands in Arrears**
 Councillor Nelson
 Councillor Lingenfelter
- That Council authorizes that the list of the lands with tax arrears, with 51% or more of the 2022 levy outstanding by January 31, 2023, be advertised in one issue of The Shaunavon Standard following the provisions of *The Tax Enforcement Act*.
- CARRIED**
- 2023-032 **6.4 Annual Stars Donation**
 Councillor Michelson
 Councillor Lingenfelter
- That Council directs CAO Fritz to issue a donation to Stars for \$2.00/capita, equivalent to \$3,568.00, and to be presented at the annual gala.
- CARRIED**
- 2023-033 **6.5 February 21, 2023 Council Meeting**
- 6.6 April 18, 2023 Council Meeting**
 Councillor Michelson
 Councillor Lingenfelter
- That Council shall postpone the regularly scheduled council meeting set for Tuesday, April 18, 2023, until Tuesday, April 25, 2023 due to the conflict of the Saskatchewan Urban Municipalities Associations annual convention.
- CARRIED**
- 2023-034 **6.7 2022 SAMA AGM**
 Councillor Michelson
 Councillor Nelson
- That Council authorizes Mayor Bennett and any other member of Council, and CAO Tara Fritz may attend the Saskatchewan Assessment Management Agency's Annual General Meeting held in Regina on Wednesday, April 5, 2023; furthermore, that CAO Fritz may attend the SAMA training session on Tuesday, April 4, 2023, and either participate virtually or have Assistant Administrator Potter participate in her absence at the regular council meeting that evening.
- CARRIED**
- 2023-035 **6.8 Offer To Purchase L36, B7, Plan B3185 & L50, B7, Plan 101797140 Ext 14**
 Councillor Lingenfelter
 Councillor Kornfeld
- That Council directs CAO Fritz to counteroffer the \$1,000 offer to purchase on Lot 36, Block 7, Plan B3185 and Lot 50, Block 7, Plan 10179140 Ext 14 at a rate of \$3,000; and that Council further agrees to the condition to tie the parcels in the tax roll, as it conforms to the current lot amalgamation policy.
- CARRIED**
- 2023-036 **6.9 Secretary to the Board of Revision**
 Councillor Greenlay
 Councillor Klassen
- That the Town of Shaunavon appoints Kristen Tokaryk with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for January 1, 2023, through to December 31, 2023; remuneration as set out in Western Municipal Consulting Ltd. fee schedule. Suppose Kristen Tokaryk cannot perform secretarial functions for reasons that may include scheduling difficulties. In that case, the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for any hearing.
- CARRIED**

- 2023-037 **6.10 In-Camera Session - Personnel**
Councillor Lingenfelter
Councillor Michelson
- That Council meets in a Personnel In-Camera session at 8:09 PM.
- CARRIED**
- Finance Clerk Enns left the regular meeting at 8:09 PM. Present: Mayor Bennett; Councillors Mike Greenlay, Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Brent Michelson, and Travis Nelson; and CAO Fritz.
- 2023-038 **6.10.1 In-Camera Session concluded - Personnel**
Councillor Lingenfelter
Councillor Michelson
- That Council approves that the Personnel In-Camera session is concluded, and the regular order of business be resumed at 8:15 PM.
- CARRIED**
- Finance Clerk Enns returned to the regular meeting at 8:16 PM
- 2023-039 **6.10.1.1 Director of Parks, Recreation and Facilities Recruitment**
Councillor Lingenfelter
Councillor Nelson
- That Council directs CAO Fritz to utilize a recruitment firm to fill the vacant Director of Parks, Recreation and Facilities position.
- CARRIED**
- 7 Committee Reports**
- 2023-040 **7.2.1 Water Quality Report**
Councillor Greenlay
Councillor Nelson
- That Council shall receive and file the monthly water quality report for the month of December 2022, as presented.
- CARRIED**
- 2023-041 **7.15 Acceptance of Committee Reports**
Councillor Greenlay
Councillor Lingenfelter
- That Council accepts all committee reports as presented:
1. Mayor Bennett presented a verbal Mayor's report, presented the draft January 16, 2023 Regional EMO meeting minutes, the draft November 24, 2022 Southwest Municipal Government Committee meeting minutes and gave a verbal Southwest Waste Management report.
 2. Councillor Greenlay presented the draft January 12, 2023 Economic Development Committee meeting minutes.
 3. Councillor Lingenfelter presented the draft January 9, 2023 Wellness and Leisure meeting minutes and gave a verbal SDFR/EMO report.
 4. Councillor Michelson presented the draft January 12, 2023 Grand Coteau Heritage and Cultural Centre meeting minutes and verbal Chinook Local and Regional Library Board reports.
- CARRIED**

2023-042 **8** **Strategic Planning In-Camera**
Councillor Lingenfelter
Councillor Klassen
That Council meets in a Strategic Planning In-Camera session at 8:36 PM.

CARRIED

CAO Fritz and Finance Clerk Enns left the regular meeting at 8:36 PM.
Present: Mayor Bennett; Councillors Mike Greenlay, Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Brent Michelson, and Travis Nelson. CAO Fritz returned to the regular meeting at 8:39 PM.

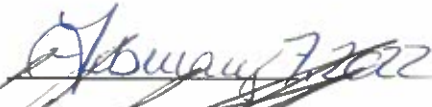
2023-043 **8.1** **Strategic Planning In-Camera Session Concluded**
Councillor Greenlay
Councillor Nelson
That Council approves that the Strategic Planning In-Camera session is concluded, and the regular order of business be resumed at 8:39 PM.

CARRIED

2023-044 **9** **Adjournment**
Councillor Nelson
Councillor Kornfeld
That Council now adjourns the meeting at 8:40 PM.

CARRIED

Date approved: _____



Kyle Bennett, Mayor

Tara Fritz, CAO

TOWN OF SHAUNAVON
January 17, 2023
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
230001	Holy Trinity Roman Catholic	2023-01-06	4,993.70
230002	Minister of Finance (school)	2023-01-06	30,691.34
230003	Minister of Finance	2023-01-10	1,285.34
230004	SaskEnergy	2023-01-10	15,173.79
230005	SaskPower	2023-01-10	24,183.62
18896	Aon Canada Inc.-T57048C	2023-01-17	88,761.00
18897	BELL	2023-01-17	122.73
18898	Canadian Association of	2023-01-17	325.50
18899	Canada Life Assurance Co.	2023-01-17	507.45
18900	Canoe procurement group of	2023-01-17	376.69
18901	Enviroway Detergent Man. Inc.	2023-01-17	139.25
18902	Federation Of Canadian	2023-01-17	626.62
18903	Golden West Broadcasting Ltd.	2023-01-17	325.50
18904	Helix Construction Ltd.	2023-01-17	194.88
18905	Jetpro Consultants Inc.	2023-01-17	4,620.00
18906	Saskatchewan Health Authority	2023-01-17	23.00
18907	Purolator Courier Ltd.	2023-01-17	210.70
18908	Quadiant Canada Ltd.	2023-01-17	8,000.00
18909	Southern Alberta Newspaper	2023-01-17	592.12
18910	Southwest Waste Management	2023-01-17	2,364.80
18911	SUMA	2023-01-17	6,361.58
18912	TAXervice	2023-01-17	1,624.20
18913	UMAAS	2023-01-17	250.00
18914	Universal Bindery (Man.) Ltd	2023-01-17	436.44
18915	Xerox Canada Ltd.	2023-01-17	132.90
18916	Elmgren, Kent	2023-01-31	2,000.00
18917	Access Communications	2023-01-17	155.35
18918	Apex Distribution Inc.	2023-01-17	88.58
18919	B & A Petroleum Ltd.	2023-01-17	5,331.15
18920	Clark Farms Ltd.	2023-01-17	1,300.00
18921	Coca-Cola Bottling Company	2023-01-17	282.25
18922	Earth Force Enterprises Inc.	2023-01-17	1,864.80
18923	Fausser Energy	2023-01-17	812.29
18924	Frito Lay Canada	2023-01-17	193.28
18925	HBI Office Plus.	2023-01-17	53.08
18926	JAE's Pharmacy	2023-01-17	93.10
18927	Kornfeld Electric	2023-01-17	933.22
18928	Saskatchewan Health Authority	2023-01-17	23.00
18929	MLT Aikins	2023-01-17	229.77
18930	Pioneer Co-op	2023-01-17	1,401.40
18931	R.V. Auto Parts	2023-01-17	852.04
18932	Shaunavon & District Fire	2023-01-17	49,842.73
18933	Shaunavon & District Fire	2023-01-17	16.85
18934	Southern Alberta Newspaper	2023-01-17	194.21
18935	Western Financial Group	2023-01-17	3,648.52
		Total:	<u>261,638.77</u>

SHAUNAVON AND DISTRICT FIRE AND RESCUE
January 17, 2023
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
819	Aon Canada Inc. -T57048C	2023-01-17	17,839.00
820	B & A Petroleum	2023-01-17	134.39
821	Goldstein, Merrick	2023-01-17	210.00
822	Purolator Courier Ltd.	2023-01-17	169.69
823	Saskatchewan Volunteer Fire	2023-01-17	300.00
824	SaskPower	2023-01-17	151.98
825	SaskEnergy	2023-01-17	892.64
826	Sask. Public Safety Agency	2023-01-17	1,072.26
827	SEA HAWK	2023-01-17	632.25
828	Town of Shaunavon	2023-01-17	10,000.00
829	Vallen	2023-01-17	9,301.65
		Total:	<u>40,703.86</u>

