

Town of Shaunavon
Meeting Minutes
Council December 1, 2020 - 07:30 PM

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

1 Calling the Meeting to Order

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

2 Approve Minutes

2020-542

Councillor Kornfeld
Councillor Lingenfelter

That Council approves the minutes of the November 17, 2020 meeting, as circulated.

CARRIED

3 Delegations

3.1 Saskatchewan Assessment Management Agency

2020-543

Councillor Kornfeld
Councillor Lingenfelter

That Council authorizes to hear the delegation of Ken Johnson and Amber Gader from the Saskatchewan Assessment Agency at 7:31 PM.

CARRIED

Ken Johnson and Amber Gader left the regular Council meeting at 8:08 PM.

3.1.1 Saskatchewan Assessment Management Agency Preliminary Assessment Reports

4 Business Arising from the Minutes

4.1 Property Tenders

2020-544

Councillor Kornfeld
Councillor Nelson

That Council confirms that there were no tenders received for Lot 6, Block 8, Plan B3185, or Lot 7, Block 8, Plan B3185 at the October 20, 2020 Council Meeting.

CARRIED

5 New Business

David Germin and Sean Bayer of KGS joined the Council meeting via Zoom at 8:18 PM.
Councillor Klassen left the regular Council meeting at 8:29 PM.

5.1 UV Disinfection Project Status

2020-545

Councillor Kornfeld
Councillor Klassen

That Council authorizes to hear the delegation of David Germin of KGS Group at 8:18 PM.

CARRIED

Councillor Klassen returned to the regular Council meeting at 8:34 PM. David Germin of KGS left the Council meeting at 8:44 PM.

6 Financial Reports

6.1 Town of Shaunavon Cheque Register

Mayor Bennett declared financial interest, as the owner of Southwest Rentals, in regards to voucher #16699, for the amount of \$199.80, payable to Southwest Rentals, and left the regular meeting at 8:47 PM

- 2020-546 **6.2 Southwest Rentals Voucher**
Councillor Lingenfelter
Councillor Kornfeld
- That Council approves the payment of voucher #16699 in the amount of \$199.80 payable to Southwest Rentals.
- CARRIED**
- Mayor Bennett returned to the regular Council meeting at 8:47 PM.
- 2020-547 **6.3 Approval of Town of Shaunavon Cheque Register**
Councillor Kornfeld
Councillor Nelson
- That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$301,183.63, and forms part of these minutes.
- CARRIED**
- 6.4 Shaunavon and District Fire and Rescue Cheque Register**
- 2020-548 **6.4.1 Approval of Shaunavon and District Fire and Rescue Cheque Register**
Councillor Kornfeld
Councillor Klassen
- 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 \$1,863.83 and forms part of these minutes.
- CARRIED**
- 7 Management Reports**
- 2020-549 **7.1 Acceptance of Management Reports**
Councillor Nelson
Councillor Lingenfelter
- That Council accepts the CAO and Bylaw Enforcement Officer reports as presented.
- CARRIED**
- 8 New Business Continued**
- 2020-550 **8.1 Skjerven Resignation**
Councillor Kornfeld
Councillor Nelson
- That Council shall accept Councillor Tyson Skjerven's November 26, 2020 resignation from Council, with regrets. That the by-election shall be set for Wednesday, April 7, 2021.
- CARRIED**
- 8.2 Dog Catcher (October 6th Council meeting)**
- TABLED**
- 2020-551 **8.3 Holiday Office Hours**
Councillor Lingenfelter
Councillor Nelson
- That Council authorizes that the Town Office be closed on Thursday, December 24, 2020.
- CARRIED**
- 2020-552 **8.4 Committee Appointments**
Councillor Lingenfelter
Councillor Kornfeld
- That Shawn Lingenfelter shall be appointed to the Administration Committee and the Pine Creek Regional Board and that Grant Greenslade be appointed as the Airport Committee Chair. That the terms shall expire October 31, 2021.
- CARRIED**

2020-553 **8.5 Tax Enforcement, Section 22**
 Councillor Nelson
 Councillor Klassen

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	88	LOT 11-BLK/PAR 33-PLAN B3185 EXT 0	Title No.	130455615
Roll	103	LOT 3-BLK/PAR 34-PLAN B3185 EXT 0	Title No.	131787636
Roll	137	LOT 18-BLK/PAR 35-PLAN B3185 EXT 0	Title No.	141997539
Roll	169	LOT 18-BLK/PAR 37-PLAN B3185 EXT 0	Title No.	131635841
Roll	238	LOT 5-BLK/PAR 43-PLAN B3185 EXT 0 LOT 6-BLK/PAR 43-PLAN B3185 EXT 0	Title No.	145955740 145955762
Roll	302	LOT E-BLK/PAR 46-PLAN DV6162 EXT 0	Title No.	148729775
Roll	312	LOT 12-BLK/PAR 47-PLAN B3185 EXT 0	Title No.	130626884
Roll	315	LOT 16-BLK/PAR 47-PLAN B3185 EXT 0	Title No.	129717670
Roll	397	LOT 13-BLK/PAR 52-PLAN 60SC06743 EXT 0	Title No.	145032487
Roll	509	LOT 13-BLK/PAR 65-PLAN 67SC01365 EXT 0	Title No.	148363139
Roll	535	LOT 7-BLK/PAR 67-PLAN 67SC01365 EXT 0	Title No.	144571934
Roll	607	LOT 8-BLK/PAR 2-PLAN B3185 EXT 0 LOT 9-BLK/PAR 2-PLAN B3185 EXT 0	Title No.	141253770 141253815
Roll	626	LOT 11 - BLK/PAR 3-PLAN B3185 EXT 0	Title No.	140507074
Roll	630	LOT 15-BLK/PAR 3-PLAN B3185 EXT 0 LOT 16-BLK/PAR 3-PLAN B3185 EXT 0 LOT 17-BLK/PAR 3-PLAN B3185 EXT 0	Title No.	142234860 142234882 142234893
Roll	633	LOT 19-BLK/PAR 3-PLAN B3185 EXT 0 LOT 20-BLK/PAR 3-PLAN B3185 EXT 0	Title No.	146670240 146670251
Roll	892	LOT 6-BLK/PAR 19-PLAN B3185 EXT 0	Title No.	130794970
Roll	914	LOT 13-BLK/PAR 20-PLAN B3185 EXT 0	Title No.	151003640
Roll	1010	LOT 4-BLK/PAR 27-PLAN B3185 EXT 0	Title No.	142090242
Roll	1033	LOT 7-BLK/PAR 28-PLAN B3185 EXT 0	Title No.	134223061
Roll	1254	LOT 5-BLK/PAR 10-PLAN B3185 EXT 0 LOT 6-BLK/PAR 10-PLAN B3185 EXT 0	Title No.	151815933 151935655

CARRIED

Councillor Kornfeld left the regular Council meeting at 9:10 PM.

2020-554 **8.6 Tax Enforcement, Section 26(1)**
 Councillor Lingenfelter
 Councillor Nelson

That TAXervice be authorized under Section 26(1) of *The Tax Enforcement Act* to commence proceedings for title on:

Roll 774 LOT 44 - BLK 10 - PLAN B3185 - EXT 0 Title No. 121439741
 LOT 45 - BLK 10 - PLAN B3185 - EXT 0 Title No. 121437763

CARRIED

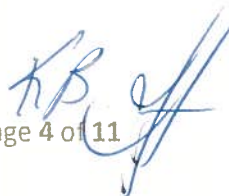
Councillor Kornfeld returned to the regular Council meeting at 9:11 PM.

2020-555 **8.7 Authorize title transfer, Lots 16-18, Block 9, B3185**
 Councillor Nelson
 Councillor Lingenfelter

That the Town of Shaunavon proceed to take title on Lots 16-18, Block 9, Plan B3185 roll numbers 741, 742, and 743 under Section 26 of *The Tax Enforcement Act*; the value being under the prescribed amount.

CARRIED

- 2020-556 **8.8 Unpaid Costs to Tax Roll**
Councillor Kornfeld
Councillor Klassen
- That Council approves 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, 2020 may be added to and form part of the 2020 tax roll.
- CARRIED**
- 8.9 Amendments to the Municipalities Act**
- 2020-557 **8.10 Review Taxes - Airport Lease Parcel**
Councillor Nelson
Councillor Michelson
- That Council authorizes to proportionately abate the \$850.00 minimum and base tax for the year of 2020 for roll No. 5 and roll No. 1255, as it is one individual property. That in 2021, roll No. 5 and roll No. 1255 shall be amalgamated back into one tax roll and placed in both parties' names. It shall be the responsibility of both parties to ensure the full payment of the tax levy associated with the roll.
- CARRIED**
- 2020-558 **8.11 Realtor Contract Renewal**
Councillor Lingenfelter
Councillor Kornfeld
- That Council approves CAO Fritz to renew the contract with Access Real Estate Inc., whom serves as the realtor on behalf of the Town of Shaunavon, for a period of one year. The commission to Access Real Estate Inc. to be set at a rate of \$300.00 per property.
- CARRIED**
- 8.12 2021 Cemetery Committee Budget Request**
- TABLED**
- 8.13 Long Term Vision**
- TABLED**
- 9 Committee Reports**
- 9.1 Mayors Report**
- Mayor Bennett presented a verbal report.
- 9.2 Public Works Committee - Councillor Kornfeld**
- Councillor Kornfeld presented a verbal report along with the draft November 24, 2020 Public Works committee meeting minutes (and associated documents) and the Director of Operations report.
- 2020-559 **9.2.1 June 16, 2020 Waterworks Inspection Report**
Councillor Kornfeld
Councillor Klassen
- That Council accepts the recommendation from the Public Works Committee to accept the June 16, 2020 Waterworks inspections report, as presented.
- CARRIED**
- 2020-560 **9.2.2 November 6, 2020 Lagoon Compliance Report**
Councillor Lingenfelter
Councillor Kornfeld
- That Council accepts the recommendation from the Public Works Committee to accept the November 6, 2020 Lagoon Compliance reports, as presented.
- CARRIED**



- 2020-561 **9.2.3 Extend Council Meeting**
Councillor Nelson
Councillor Kornfeld
- That Council authorizes to extend the regular Council meeting until 11:00 PM.
- CARRIED**
- 2020-562 **9.2.4 Waterworks Records**
Councillor Kornfeld
Councillor Nelson
- That Council shall accept the recommendation from the Public Works Committee to review the Waterworks, Waste Water and Lift Station (Lagoon) records annually, as per the Water Security Agency requirements.
- CARRIED**
- 2020-563 **9.2.5 Assistant Director of Operations**
Councillor Kornfeld
Councillor Lingenfelter
- That Council accepts the recommendation from the Public Works Committee to adopt the Assistant Director of Operations job description, as presented.
- CARRIED**
- 2020-564 **9.2.6 Sidewalk Snow Removal Contract**
Councillor Kornfeld
Councillor Klassen
- That Council accepts the recommendation from the public works committee to extend the snow removal contract with Leaf and Powder Enterprises until October 31, 2021.
- CARRIED**
- 2020-565 **9.2.7 Commercial Garbage Assets**
Councillor Lingenfelter
Councillor Kornfeld
- That Council accepts the recommendation from the Public Works Committee to dispose of all Commercial Garbage assets through public auction in the Spring of 2021.
- CARRIED**
- 2020-566 **9.2.8 2021-2025 Five Year Capital Plan**
Councillor Kornfeld
Councillor Nelson
- That Council shall accept the recommendation from the Public Works Committee to consider the 2021-2025 Public Works Capital Plan, as presented, in the consolidated 2021-2025 Capital Plan.
- CARRIED**
- 2020-567 **9.2.9 2021 Paving and Slurry Seal**
Councillor Lingenfelter
Councillor Kornfeld
- That Council shall accept the recommendation from the Public Works Committee to have the Director of Operations prepare a request for competitive quotes for the 2021 paving and slurry seal services, as presented; and that the request for competitive quotes be presented to a minimum of two (2) Trade Compliant partners to satisfy Gas Tax requirements.
- CARRIED**
- 9.3 Administration Committee - Councillor Kornfeld**
- Councillor Kornfeld presented a verbal report, along with the draft November 26, 2020 Administration committee meeting minutes (and associated documents).

- 2020-568 **9.3.1 Wage Budget In-Camera Session**
 Councillor Michelson
 Councillor Nelson
 That Council meet in and in-camera session at 10:01 PM.
CARRIED
 Finance Clerk Illerbrun left the regular Council meeting at 10:01 PM. Present: Mayor Bennett; Councillors Klassen, Kornfeld, Lingenfelter, Michelson and Nelson; COA Fritz.
- 2020-569 **9.3.1.1 Wage Budget In-Camera Session Concluded**
 Councillor Lingenfelter
 Councillor Kornfeld
 That Council authorizes that the in-camera session be concluded, and regular order of business be resumed at 10:12 PM.
CARRIED
 Finance Clerk Illerbrun returned to the regular Council meeting at 10:12 PM.
- 2020-570 **9.3.2 2021 Wage Budget**
 Councillor Kornfeld
 Councillor Klassen
 That Council accepts the recommendation from the Administration Committee to consider the 2021 Salary budget, as presented, in the 2021 budget.
CARRIED
- 2020-571 **9.3.3 2021-2025 Administration Five Year Capital Plan**
 Councillor Kornfeld
 Councillor Klassen
 That Council accepts the Administration Committee's recommendation to consider the Administration 2021-2025 Capital Plan in the consolidated 2021-2025 Capital Plan; and that CAO Fritz shall consider the Town office foundation repair in the Public Works Capital Plan in the future.
CARRIED
- 2020-572 **9.3.4 Human Resource Policies - Operations**
 Councillor Kornfeld
 Councillor Lingenfelter
 That Council shall accept the recommendation from the Administration Committee to adopt the Operations portion of the Human Resource policies, as presented.
CARRIED
- 9.4 Economic Development Committee - Councillor Nelson**
 Councillor Nelson presented a verbal report, along with the draft November 26, 2020 Economic Development Committee meeting minutes (and associated documents).
- 9.4.1 2021 Economic Development Committee Budget**
 That Council shall accept the recommendation from the Economic Development Committee to consider the 2021 Economic Development Committee's recommendations, as presented, in the 2021 consolidated Operating and Capital budget.
TABLED
- 2020-573 **9.4.2 Economic Development Committee Appointment Resignation**
 Councillor Kornfeld
 Councillor Nelson
 That Council accepts the recommendation from the Economic Development Committee to accept Robert Anderson's appointment resignation, with regrets.
CARRIED
- 9.5 Southwest Waste Management - Councillor Bennett**
 No report.

9.6 Wellness and Leisure Committee - Councillor Lingenfelter

Councillor Lingenfelter presented a verbal report and verbalized the November 30, 2020 Wellness and Leisure Committee meeting minutes.

9.7 Grand Coteau Heritage and Cultural Centre - Councillor Michelson

Councillor Michelson presented a verbal report, along with the draft November 25, 2020 Grand Coteau Heritage and Cultural Centre's Board of Directors meeting minutes (and associated documents).

9.7.1 2021 Grand Coteau Heritage and Cultural Centre's Budget Recommendations

That Council accepts the recommendation from the Grand Coteau Heritage and Cultural Centre's Board (GCHCC) of Directors to consider the 2021 GCHCC recommendations in the 2021 consolidated Operating and Capital budget.

TABLED

9.7.2 2021-2025 Grand Coteau Heritage and Cultural Centre's Capital Budget Recommendations

2020-574

Councillor Michelson
Councillor Klassen

That Council acknowledges the recommendation from the Grand Coteau Heritage and Cultural Centre's Board of Directors to consider the verbally amended 2021-2025 GCHCC Capital Plan in the consolidated 2021-2025 Capital Plan.

CARRIED

9.8 Chinook Local Library Board - Councillor Michelson

No report.

9.9 Pine Cree Regional Park

No report.

9.10 SDFR/EMO - Councillor Lingenfelter

No report.

9.11 Southwest Municipal Government Committee (SWMGC) - Mayor Bennett

No report.

9.12 Southwest Transportation Planning Council Inc. (SWTPC) - Mayor Bennett

No report.

9.13 Swift Current Watershed Stewards - Councillor Michelson

No report.

9.14 Splash Park - Mayor Bennett

Mayor Bennet presented a verbal report.

9.15 Council Attended Events

9.16 Acceptance of Committee Reports

2020-575

Councillor Kornfeld
Councillor Klassen

That Council accepts all committee reports as presented:

1. November 24, 2020 Public Works Committee meeting minutes - DRAFT
2. November 25, 2020 Grand Coteau Heritage and Cultural Centre's Board of Director's meeting minutes - DRAFT
3. November 26, 2020 Administration Committee meeting minutes - DRAFT
4. November 26, 2020 Economic Development Committee meeting minutes - DRAFT
5. November 30, 2020 Wellness and Leisure Committee meeting minutes - VERBALLIZED

CARRIED

- 2020-576 **10.1 Bylaw 2020-13 Records Retention and Disposal- First Reading**
Councillor Kornfeld
Councillor Klassen
- That Bylaw 2020-13, being a bylaw to provide for a schedule for the retention and disposal of the Town of Shaunavon records, be read for the first time.
- CARRIED**
- 2020-577 **10.2 Bylaw 2020-13 Records Retention and Disposal- Second Reading**
Councillor Kornfeld
Councillor Nelson
- That Bylaw 2020-13, being a bylaw to provide for a schedule for the retention and disposal of the Town of Shaunavon records, be read a second time.
- CARRIED**
- 11 Correspondence**
- 11.1 Michelle Heggstrom - Saskatchewan Ministry of Environment**
- 11.2 Ray Orb - SARM**
- 11.3 Gordon Barnhart - Municipalities of Saskatchewan (Saskatchewan Urban Municipalities of Saskatchewan)**
- 11.4 Don McMorris - Minister of Government Relations**
- 11.5 Minister Hargrave - Minister of Highways**
- 11.6 R. M. of Arlington No. 79**
- 2020-578 **11.7 File Correspondence**
Councillor Kornfeld
Councillor Lingenfelter
- That Council approves that the following correspondence having been read, now be filed:
1. Michelle Heggstrom - Ministry of Environment
 2. Ray Orb - SARM
 3. Gordon Barnhart - Municipalities of Saskatchewan (Saskatchewan Urban Municipalities Association)
 4. Don McMorris - Minister of Government Relations
 5. Minister Hargrave - Minister of Highways
 6. Richard Goulet - RM of Arlington No. 79
- CARRIED**
- 2020-579 **12 Strategic Planning In-Camera Session**
Councillor Kornfeld
Councillor Nelson
- That Council meets in a Strategic Planning In-Camera session at 10:57 PM.
- CARRIED**
- CAO Fritz and Finance Clerk Illerbrun left the regular Council meeting at 10:57 PM.
- Present: Mayor Bennett; Councillors Klassen, Kornfeld, Lingenfelter, Michelson and Nelson.
- 2020-580 **12.1 Strategic Planning In-Camera Session Concluded**
Councillor Kornfeld
Councillor Klassen
- That Council approves that the Strategic Planning In-Camera session is concluded and the regular order of business be resumed at 11:12 PM.
- CARRIED**
- CAO Fritz and Finance Clerk Illerbrun returned to the regular meeting at 11:12 PM.

2020-581 **13 Adjournment**
 Councillor Kornfeld
 Councillor Nelson

That Council now adjourns the meeting at 11:13 PM.

CARRIED

Date approved: December 15, 2020

Kyle Bennett, Mayor

Tara Fritz, CAO

**TOWN OF SHAUNAVON
DECEMBER 1, 2020
CHEQUE REGISTER**

Payment #	Vendor	Date	Amount
2011475	Fritz, Tara	2020-11-18	2,388.85
2011476	Stewart, Sherrilyn	2020-11-18	1,160.90
2011477	Potter, Grace	2020-11-18	1,754.26
2011478	Johnson, Lauren	2020-11-18	1,153.96
2011479	Illerbrun, Rachel	2020-11-18	1,129.29
2011480	Gregoire Joanne	2020-11-18	1,586.00
2011481	Attrell, Kelly	2020-11-18	822.66
2011482	Dale, Dana	2020-11-18	1,431.94
2011483	Doiron, Mark	2020-11-18	1,347.36
2011484	Johnson, Brian	2020-11-18	1,562.59
2011485	Lingenfelter, Tim	2020-11-18	1,379.33
2011486	Logan, Stephen	2020-11-18	1,208.76
2011487	Moffatt, Corine	2020-11-18	1,219.55
2011488	Pommier, Michael	2020-11-18	1,351.34
2011489	Reid, Gerald	2020-11-18	1,551.51
2011490	Phillips, Ron	2020-11-18	2,272.64
2011491	Municipal Employees'	2020-11-18	5,086.98
2011492	Canada Revenue Agency -Payroll	2020-11-18	8,809.31
16666	Affinity Credit Union	2020-11-17	2,469.65
16667	Johnson, Mario	2020-11-17	129.38
16668	SaskPower	2020-11-17	4,599.27
16669	SaskPower	2020-11-17	5,343.43
16670	SaskPower	2020-11-24	16,506.37
16671	A & B Auto Centre	2020-12-01	131.25
16672	Airmaster Sales Ltd.	2020-12-01	477.54
16673	Apex Distribution Inc.	2020-12-01	19.39
16674	Bavle, Lana	2020-12-01	40.00
16675	VOID-error	2020-12-01	VOID
16676	Clark's Supply	2020-12-01	147,737.77
16677	Country Club Dist. 2008 Ltd.	2020-12-01	158.91
16678	Dale, Dana	2020-12-01	70.00
16679	Enviroway Detergent Man. Inc.	2020-12-01	206.55
16680	Fritz, Tara	2020-12-01	70.00
16681	Greenlay, Mike	2020-12-01	2,183.27
16682	Greenslade, Grant	2020-12-01	3,852.78
16683	Greve, Melody	2020-12-01	1,754.30
16684	HBI Office Plus.	2020-12-01	555.00
16685	Helix Construction Ltd.	2020-12-01	5,460.00
16686	Hillcrest Cemetery Committee	2020-12-01	50.00
16687	Johnson, Lauren	2020-12-01	70.00
16688	Johnson, Mario	2020-12-01	258.76
16689	Saskatchewan Health Authority	2020-12-01	23.00
16690	MuniMentor	2020-12-01	1,837.50
16691	Peterson Contracting	2020-12-01	14,908.35
16692	Phillips, Ron	2020-12-01	70.00
16693	Prairiecon Enterprises Ltd.	2020-12-01	35,012.18
16694	R.V. Auto Parts	2020-12-01	539.90
16695	Red Iron Outfitters	2020-12-01	166.50
16696	SGI	2020-12-01	15,184.72
16697	Shaunavon Chamber Of Commerce	2020-12-01	1,050.00
16698	Shaunavon Florist & Garden Cen	2020-12-01	88.58
16699	Southwest Rentals	2020-12-01	199.80
16700	Staples Business Advantage	2020-12-01	120.36
16701	Supreme Office Products	2020-12-01	488.38
16702	Thienes, Garrett	2020-12-01	1,732.95
16703	Thienes, Kristy	2020-12-01	375.00
16704	Western Canada Welding	2020-12-01	195.36
16705	Wilton, Cathie	2020-12-01	30.00
		Total for AP:	<u>301,383.43</u>

SHAUNAVON AND DISTRICT FIRE AND RESCUE COMMITTEE
DECEMBER 1, 2020
CHEQUE REGISTER

<u>Payment #</u>	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
413	Bunker Fire Ltd.	2020-12-01	47.47
414	Eckart, Shawn	2020-12-01	200.00
415	Girodat, Jason	2020-12-01	1,616.36
	Total for AP:		<u>1,863.83</u>

