

Town of Shaunavon
Meeting Minutes
Council Meeting December 6, 2022 - 07:30 PM

Town of Shaunavon Council Chambers
401 Third Street West - Shaunavon, SK

Attendance: Mayor Kyle Bennett; Councillors: Nolan Klassen, Riley Kornfeld, Mike Greenlay (via Zoom), Shawn Lingenfelter, Brent Michelson and Travis Nelson; CAO Tara Fritz

- 1**

Calling the Meeting to Order

Mayor Bennett called the meeting to order at 7:35 PM.

- 2022-510

2

Approve Minutes
Councillor Michelson
Councillor Nelson

That Council approves the minutes of the November 15, 2022 meeting, as circulated.

CARRIED

- 3**

Financial Reports

 - 3.1**

Town of Shaunavon Cheque Register

Councillor Lingenfelter declared a personal conflict, as Ryden Lingenfelter is the recipient of voucher # 220539, for the amount of \$450.72, and left the council chambers at 7:37 PM.

 - 2022-511

3.1.1

Lingenfelter Voucher

That Council approves the payment of voucher # 220539 in the amount of \$450.72, payable to Ryden Lingenfelter,

CARRIED

Councillor Lingenfelter returned to the council chambers at 7:37 PM.

Councillor Kornfeld declared financial interest, as the owner of Kornfeld Electric, in regard to Town of Shaunavon voucher #18742, for the amount of \$2,501.55, payable to Kornfeld Electric and left the council chambers at 7:37 PM.
 - 2022-512

3.1.2

Kornfeld Electric Voucher
Councillor Klassen
Councillor Nelson

That Council approves the payment of voucher #18742 in the amount of \$2,501.55 payable to Kornfeld Electric.

CARRIED

Councillor Kornfeld returned to the council chambers at 7:38 PM.
 - 2022-513

3.2

Approval of Town of Shaunavon Cheque Register
Councillor Michelson
Councillor Kornfeld

That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$170,443.11, and forms part of these minutes.

CARRIED
 - 3.3**

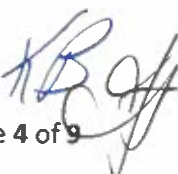
Shaunavon and District Fire and Rescue Cheque Register

- 2022-514 **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 \$15,884.18 and forms part of these minutes.
- CARRIED**
- 4 Management Reports**
- 2022-515 **4.1 Acceptance of Management Reports**
 Councillor Klassen
 Councillor Lingenfelter
- That Council shall accept the following management reports as presented:
1. Chief Administrative Officer.
 2. Communications Officer Report.
 3. Director of Wellness and Leisure Report.
 4. Bylaw Enforcement Officer Report.
 5. Economic Development Officer Report.
 6. Director of Culture Report.
- CARRIED**
- 5 New Business**
- 2022-516 **5.1 Board of Revision - Western Municipal Consulting Ltd. Appointments**
 Councillor Nelson
 Councillor Michelson
- That Council shall record that the following shall serve as the members of the Board of Revision, for Western Municipal Consulting Ltd., on the annual appointments that serve from November 1, 2022, to October 31, 2023: Tim Lafreniere, Mike Waschuk, Gordon Parkinson, Dave Thompson, Wayne Adams, Jeff Hutton, Dave Gurnsey, Murray Dean and Stew Demmans; and that Courtney Joseph, of Western Municipal Consulting Ltd., shall be appointed as the Secretary to the Board of Revision, in place of Saumya Vaidyanathan, and that if Courtney Joseph is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative functions and may appoint a recording secretary for purposes of any hearing.
- CARRIED**
- 2022-517 **5.2 Declaration of Eligibility - Municipal Revenue Sharing Grant**
 Councillor Michelson
 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 2021 Audited Financial Statement to the Ministry of Government Relations;
 - Submission of the 2021 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 we authorize CAO Fritz to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.
- CARRIED**

- 2022-518 **5.3 SUMA Virtual Sector Meeting**
 Councillor Kornfeld
 Councillor Klassen
- That Council shall permit any member from Council, who wishes to attend, and CAO Fritz to attend the SUMA virtual sector meeting on January 31, 2023, from 8:30 AM until 3:00 PM.
- CARRIED**
- Councillor Kornfeld declared a personal conflict and left the council chambers at 7:54 PM.
- 2022-519 **5.4 Lots 14-19, Block 1, Plan B3185 Title Acquisition**
 Councillor Nelson
 Councillor Michelson
- THAT Taxervice is authorized to proceed under the *Tax Enforcement Act* to acquire title to the following described land in the name of the municipality:
 LOT 14-BLK/PAR 1-PLAN B3185 EXT 0, LOT 15-BLK/PAR 1-PLAN B3185 EXT 0, LOT 16- BLK/PAR 1-PLAN B3185 EXT 0, LOT 17-BLK/PAR 1-PLAN B3185 EXT 0, LOT 18-BLK/PAR 1-PLAN B3185 EXT 0, LOT 19-BLK/PAR 1-PLAN B3185 EXT 0, 145909581, 145909592, 145909604, 145909615, 145909626, 145909637,
- CARRIED**
- Councillor Kornfeld returned to the council chambers at 8:00 PM
- 2022-520 **5.5 Sawyers Landscaping Accounts Receivable**
 Councillor Lingenfelter
 Councillor Nelson
- That Council authorizes CAO Fritz to write off the Sawyers Landscaping accounts receivable account number SAW010, in the amount of \$19.76.
- CARRIED**
- 6 Committee Reports**
- 6.1 Public Works Committee - Councillor Kornfeld**
- 2022-521 **6.1.1 Water/Sewer Line Connection, Maintenance & Repair - Revised**
 Councillor Klassen
 Councillor Lingenfelter
- That Council shall accept the recommendation from the Public Works Committee to adopt the revised Water/Sewer Line Connection, Maintenance & Repair policy, as presented.
- CARRIED**
- 2022-522 **6.1.1.1 Lateral Sewer Lining Program - Revised**
 Councillor Nelson
 Councillor Lingenfelter
- That the Council accepts the recommendation from the Public Works Committee to adopt the revised Lateral Sewer Program, as verbally amended.
- CARRIED**
- Mayor Bennett declared a personal conflict as the owner of Southwest Rentals and left the meeting at 8:05 PM.
- 2022-523 **6.1.2 Septage Disposal Policy - Revised**
- That Council shall accept the recommendation from the Public Works Committee to adopt the revised Septage Disposal Policy, as presented.
- CARRIED**

Mayor Bennett returned to the council chambers at 8:06 PM

- 2022-524 **6.1.3 Transfer of Reserves**
Councillor Klassen
Councillor Kornfeld
- That Council shall accept the recommendation from the Public Works Committee to accept CAO Fritz's recommendation to transfer reserves not used in the 2022 budget back to their original reserves account, as presented.
- CARRIED**
- 2022-525 **6.2 Administration Committee - Councillor Nelson**
- 2022-525 **6.2.1 2022-12 - Building Bylaw and Forms**
Councillor Nelson
Councillor Klassen
- That Council shall accept the recommendation from the Administration Committee to adopt the Bylaw 2022-12 - the Building Bylaw and related forms, as presented.
- CARRIED**
- 2022-526 **6.2.2 Communications Officer Contract**
Councillor Kornfeld
Councillor Klassen
- That Council agrees to the direction given to CAO Fritz from the Administration Committee to enter into a two-year contract with Anna Morin, per the terms agreed upon at the November 23, 2022 Administration Committee meeting.
- CARRIED**
- 2022-527 **6.2.3 Personnel In-Camera Session (2023 Proposed Staff Salaries)**
Councillor Michelson
Councillor Lingenfelter
- That Council meets in a Personnel In-Camera session at 8:11 PM.
- CARRIED**
- CAO Fritz left the regular meeting at 8:23 PM. Present: Mayor Bennett; Councillors Mike Greenlay (via Zoom), Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Brent Michelson, and Travis Nelson. CAO Fritz returned to the meeting at 8:36 PM.
- 2022-528 **6.2.4 Personnel In-Camera Session Concluded**
Councillor Greenlay
Councillor Nelson
- That Council approves that the Personnel In-Camera session is concluded and the regular order of business be resumed at 8:36 PM.
- CARRIED**
- 2022-529 **6.2.5 2022 Bonuses**
Councillor Michelson
Councillor Nelson
- That Council directs CAO Fritz to issue the following 2022 bonuses: \$2,000 each to the Director of Public Works and CAO, \$1,000 each to the Director of Wellness and Leisure, and each of the current full-time Maintenance II staff employed on September 1, 2022.
- CARRIED**
- 2022-529 **6.3 Economic Development Committee - Councillor Greenlay**



- 2022-530 **6.3.1 Event Funding Policy**
 Councillor Greenlay
 Councillor Nelson
- That Council accepts the recommendation from the Economic Development Committee to approve the updated Event Policy and Follow-up report, as presented.
- CARRIED**
- 2022-531 **6.3.2 Online Payment Platform**
 Councillor Greenlay
 Councillor Michelson
- That Council accepts the recommendation from the Economic Development Committee to move forward with implementing the online credit card payment platform, created by Tangle Media utilizing Stripe, to begin accepting online payments at the discretion of Town administration.
- CARRIED**
- 2022-532 **6.4 Acceptance of Committee Reports**
 Councillor Lingenfelter
 Councillor Kornfeld
- That Council accepts all committee reports as presented:
1. Mayor Bennett presented the draft November 29, 2022 Southwest Waste Management meeting minutes and the draft November 18, 2022 Southwest Regional EMO meeting minutes and a verbal report on the November 24, 2022 Southwest Municipal Government Committee meeting.
 2. Councillor Kornfeld presented the draft November 22, 2022 Public Works Committee meeting minutes.
 3. Councillor Lingenfelter presented a verbal report on behalf of the Wellness and Leisure Committee and the Pine Cree Regional Park Board.
 4. Councillor Michelson presented the draft November 24, 2022 Grand Coteau Heritage and Cultural Centre meeting minutes and a verbal report on the Chinook Regional Library.
 5. Councillor Nelson presented the draft November 23, 2022 Administration Committee meeting minutes, the draft November 30, 2022 Shaunavon and District EMO meeting minutes and the draft November 30, 2022 Shaunavon and District Fire and Rescue meeting minutes.
 6. Councillor Greenlay presented the draft November 24, 2022 Economic Development Committee meeting minutes.
- CARRIED**
- 7 Bylaws**
- 2022-533 **7.1 2022-12- The Building Bylaw and Forms (1st Reading)**
 Councillor Nelson
 Councillor Klassen
- That Bylaw 2022-12– The Building Bylaw and related forms, be introduced and read the first time.
- CARRIED**
- 2022-534 **7.2 2022-12 - Building Bylaw and Forms (2nd reading)**
 Councillor Michelson
 Councillor Lingenfelter
- That Bylaw 2022-12 - The Building Bylaw and related forms, be read a second time.
- CARRIED**

8 Correspondence

2022-535 **8.1 File Correspondence**
Councillor Kornfeld
Councillor Nelson

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

1. Jeremy Beyers

CARRIED

2022-536 **9 Strategic Planning In-Camera Session**
Councillor Greenlay
Councillor Kornfeld

That Council meets in a Strategic Planning In-Camera session at 9:32 PM.

CARRIED

CAO Fritz left the regular meeting at 9:32 PM. Present: Mayor Bennett; Councillors Mike Greenlay (via Zoom), Nolan Klassen, Riley Kornfeld, Shawn Lingenfelter, Brent Michelson, and Travis Nelson. CAO Fritz returned to the regular meeting at 9:41 PM.

2022-537 **9.1 Strategic Planning In-Camera Concluded**
Councillor Klassen
Councillor Michelson

That Council approves that the Strategic Planning In-Camera session is concluded and the regular order of business be resumed at 9:43 PM.

CARRIED

2022-538 **10 Adjournment**
Councillor Nelson
Councillor Klassen

That Council now adjourns the meeting at 9:43 PM.

CARRIED

Date approved: December 20, 2022



Kyle Bennett, Mayor



Tara Fritz, CAO

TOWN OF SHAUNAVON
December 6, 2022
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
220522	Fritz, Tara	2022-11-16	2,561.45
220523	Potter, Grace	2022-11-16	1,668.47
220524	Enns, Trudy	2022-11-16	1,284.40
220525	Holmberg, Jennifer	2022-11-16	826.66
220526	Lingenfelter, Bonnie	2022-11-16	1,447.24
220527	Johnson, Lauren	2022-11-16	1,419.08
220528	Gregoire Joanne	2022-11-16	1,550.74
220529	Attrell, Kelly	2022-11-16	886.69
220530	Dale, Dana	2022-11-16	1,693.04
220531	Doiron, Mark	2022-11-16	1,763.23
220532	Lingenfelter, Tim	2022-11-16	1,831.87
220533	Moffatt, Corine	2022-11-16	1,618.58
220534	Reid, Gerald	2022-11-16	1,477.39
220535	Shea-White, Austin	2022-11-16	923.69
220536	Frank, Nicholas	2022-11-16	1,830.63
220537	Schulze, Fred	2022-11-16	2,713.98
220538	Gulka, Emma	2022-11-16	386.33
220539	Lingenfelter, Ryden	2022-11-16	450.72
220540	Municipal Employees'	2022-11-16	6,089.68
220541	Canada Revenue Agency -Payroll	2022-11-16	10,751.88
220542	SaskEnergy	2022-11-16	5,760.50
220543	SaskPower	2022-11-16	20,359.54
220544	Frank, Nicholas	2022-11-22	1,852.93
18723	Affinity Credit Union	2022-11-23	4,147.12
18724	Airmaster Sales Ltd.	2022-12-06	1,213.87
18725	Connie Allenmand	2022-12-06	300.00
18726	Anderson, Robert	2022-12-06	250.00
18727	Apex Distribution Inc.	2022-12-06	765.75
18728	Bailey, Pasty	2022-12-06	300.00
18729	Cleartech Industries Inc.	2022-12-06	45.12
18730	Cormik Enterprises Inc.	2022-12-06	4,725.00
18731	Country Club Dist. 2008 Ltd.	2022-12-06	296.19
18732	Crossroad Energy Solutions Inc	2022-12-06	96.02
18733	Shaunavon & District Pest Cont	2022-12-06	1,040.96
18734	Emerson - Zedi	2022-12-06	6,556.15
18735	Farmhouse Communications	2022-12-06	367.50
18736	Frito Lay Canada	2022-12-06	111.05
18737	Fritz, Tara	2022-12-06	136.64
18738	Fritz, Sandy	2022-12-06	250.00
18739	Greenslade, Grant	2022-12-06	250.00
18740	Helix Construction Ltd.	2022-12-06	142.38
18741	Hiebert, Jenna	2022-12-06	250.00
18742	Kornfeld Electric	2022-12-06	2,501.55
18743	Lavoy, Norm	2022-12-06	250.00
18744	Lee's Tree Care	2022-12-06	8,160.00
18745	Lingenfelter, Shawn	2022-12-06	200.75
18746	Lingenfelter, Tim	2022-12-06	68.80
18747	Lingenfelter, Tara	2022-12-06	250.00
18748	Trina McLean	2022-12-06	2,136.75
18749	McQueen Creative Inc.	2022-12-06	4,462.50
18750	Saskatchewan Health Authority	2022-12-06	69.00
18751	Morin, Anna	2022-12-06	2,299.00
18752	MuniCode Services Ltd.	2022-12-06	325.50
18753	MuniSoft	2022-12-06	9,261.84
18754	Nelson, Travis	2022-12-06	620.00
18755	Olesen, Terry	2022-12-06	250.00
18756	Orr, Jana	2022-12-06	300.00
18757	Pattison Agriculture	2022-12-06	459.46
18758	Perativ Gerenal Partnership	2022-12-06	45.68

Payment #	Vendor	Date	Amount
18759	Poisson, Marla	2022-12-06	250.00
18760	Prairiecon Enterprises Ltd.	2022-12-06	1,054.50
18761	Purolator Courier Ltd.	2022-12-06	185.17
18762	R.V. Auto Parts	2022-12-06	490.45
18763	Red Iron Outfitters	2022-12-06	765.90
18764	Rose Jade Catering	2022-12-06	249.50
18765	Sask. Ministry of Highways And	2022-12-06	1,459.12
18766	SaskTel	2022-12-06	1,668.94
18767	Saville, Nick	2022-12-06	300.00
18768	Scribner, Oren	2022-12-06	250.00
18769	Shaunavon & District Fire	2022-12-06	2,699.55
18770	SecurTek	2022-12-06	109.72
18771	Voided by the print process	2022-12-06	0.00
18772	SGI	2022-12-06	16,085.78
18773	Southwest Waste Management	2022-12-06	2,399.20
18774	Spetz, Liz	2022-12-06	250.00
18775	Standard Shaunavon	2022-12-06	222.21
18776	Stevenson Industrial	2022-12-06	1,650.25
18777	Garnet Stevenson	2022-12-06	300.00
18778	Stevenson, Kelsey	2022-12-06	250.00
18779	SUMA	2022-12-06	5,880.68
18780	Technical Safety Auth. of Sask	2022-12-06	120.00
18781	Thomas, Jordi	2022-12-06	300.00
18782	Thomas, Bob	2022-12-06	250.00
18783	Vantage Theory Inc.	2022-12-06	2,771.04
18784	Vipond Inc.	2022-12-06	3,048.67
18785	Western Canada Welding	2022-12-06	195.36
18786	Zep Sales & Service of Canada	2022-12-06	6,136.04
		Total:	<u>173,395.38</u>

SHAUNAVON AND DISTRICT FIRE AND RESCUE
December 6, 2022
CHEQUE REGISTER

Payment #	Vendor	Date	Amount
780	Associated Fire Safety	2022-12-06	11,260.95
781	Goldstein, Merrick	2022-12-06	72.14
782	Guenther, Kobie	2022-12-06	600.00
783	Brett Kronberg	2022-12-06	600.00
784	Purolator Courier Ltd.	2022-12-06	124.61
785	Sasktel	2022-12-06	125.93
786	Vallen	2022-12-06	3,100.55
		Total:	<u>15,884.18</u>

