

**Town of Shaunavon**  
**Meeting Minutes**  
**Regular Council Meeting July 14, 2020 - 07:30 PM**

**CRESCENT POINT WICKENHEISER CENTRE**  
**201 SEVENTH AVENUE WEST - SHAUNAVON, SK**

Attending: Mayor Grant Greenslade; Councillors Kyle Bennett, Mike Greenlay, Riley Kornfeld, Shawn Lingenfelter, Tyson Skjerven and Garrett Thienes (8:14 PM); Chief Administrative Officer Tara Fritz

**1 Calling the Meeting to Order**

Mayor Greenslade called the meeting to order at 7:08 PM.

**CARRIED**

**2 Correspondence**

**2.1 Jenny Hay - Imperial Oil**

2020-301

Councillor Kornfeld  
Councillor Greenlay

That Council shall consent to permit Imperial Oil access to the public road allowance adjacent to Lots 18-23, Block 10, Plan B3185 Ext 0 for the purposes of conducting environmental site assessment work, as presented in the Borehole and Monitoring Well location plan Reference No. 10-2159.

**CARRIED**

**2.1.1 Sean Abram - Abram Consulting**

**2.2 Michelle Heggstrom - Saskatchewan Ministry of Environment**

2020-302

Councillor Bennett  
Councillor Lingenfelter

That Council directs the Director of Operations Phillips to contact Michelle Heggstrom from the Saskatchewan Ministry of Environment to identify the future requirements for the waste disposal grounds and make recommendation to Council for consideration at the August 4, 2020 regular council meeting, so that Council may submit a preliminary plan by the October 1, 2020 deadline.

**CARRIED**

**2.3 Terry Jordan - Many Islands Pipelines (Canada) Limited**

**2.4 Tim Eckel - Sask Power**

**2.5 Joanne Gregoire- Car Bingo Street Closure**

2020-303

Councillor Kornfeld  
Councillor Greenlay

That Council shall permit the partial street closure from 6:00 PM until 9:00 PM, as indicated in the correspondence, for the Grand Coteau Heritage and Cultural Centre's Car Bingo fundraiser on Thursday, July 16, 2020.

**CARRIED**

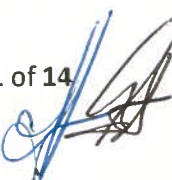
**2.6 Pat Billard - Cemetery Committee**

2020-304

Councillor Skjerven  
Councillor Greenlay

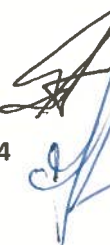
That Council shall approve a \$5,000 grant to the Shaunavon Cemetery Committee. That funds shall be taken from the Cemetery Reserves Account.

**CARRIED**



- 2020-305            **2.7      File Correspondence**  
                         Councillor Kornfeld  
                         Councillor Bennett
- That Council approves that the following correspondence having been read, now be filed:
1. Jenny Hay - Imperial Oil
  2. Sean Abram - Abram Consulting
  3. Michelle Heggstrom - Saskatchewan Ministry of Environment
  4. Terry Jordan - Many Islands Pipeline (Canada) Limited
  5. Tim Eckel - Sask Power
  6. Joanne Gregoire - Grand Coteau Heritage and Cultural Centre
  7. Pat Billard - Shaunavon Cemetery Committee
- CARRIED**
- 2020-306            **3            Approve Minutes**  
                         Councillor Kornfeld  
                         Councillor Greenlay
- That Council approves the minutes of the June 16, 2020 regular council meeting and the July 6, 2020 special council meeting, as presented.
- CARRIED**
- 4            Financial Reports**
- 4.1        Town of Shaunavon Cheque Register**
- Councillor Skjerven declared a financial conflict, as the co-owner of Helix Construction Ltd., in regards to voucher # 16282, for the amount of \$17,482.50 and left the regular meeting at 7:28 PM.
- 2020-307            **4.1.1      Helix Construction Ltd. Voucher**  
                         Councillor Greenlay  
                         Councillor Bennett
- That Council approves the payment of voucher #16282 in the amount of \$17,482.50 payable to Helix Construction Ltd.
- CARRIED**
- Councillor Skjerven returned to the regular meeting at 7:28 PM.
- Councillor Kornfeld declared a financial interest, as the owner of Kornfeld Electric, in regards to voucher # 16287, for the amount of \$3,551.69, payable to Kornfeld Electric and left the regular meeting at 7:29 PM.
- 2020-308            **4.1.2      Kornfeld Electric Voucher**  
                         Councillor Bennett  
                         Councillor Lingenfelter
- That Council approves the payment of voucher #16287 in the amount of \$3,551.69 payable to Kornfeld Electric.
- CARRIED**
- Councillor Kornfeld returned to the regular meeting at 7:29 PM.
- Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc., in regards to voucher #16290, for the amount of \$1,135.53, payable to Leaf and Powder Enterprises Inc. and left the regular meeting at 7:29 PM.

- 2020-309                    **4.1.3    Leaf & Powder Enterprises Inc. Voucher**  
   Councillor Kornfeld  
   Councillor Bennett
- That Council approves the payment of voucher #16290 in the amount of \$1,135.53, payable to Leaf and Powder Enterprises Inc.
- CARRIED**
- Councillor Greenlay returned to the regular meeting at 7:29 PM.
- Councillor Bennett declared a financial conflict, as the owner of Southwest Rentals, in regards to voucher # 16319, for the amount of \$371.85, payable to Southwest Rentals and left the regular meeting at 7:29 PM.
- 2020-310                    **4.1.4    Southwest Rentals**  
   Councillor Greenlay  
   Councillor Kornfeld
- That Council approves the payment of voucher # 16319 in the amount of \$371.85, payable to Southwest Rentals.
- CARRIED**
- Councillor Bennett returned to the regular meeting at 7:29 PM
- 2020-311                    **4.2       Approval of Town of Shaunavon Cheque Register**  
   Councillor Kornfeld  
   Councillor Skjerven
- That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$603,125.35, and forms part of these minutes.
- CARRIED**
- 4.3       Shaunavon and District Fire and Rescue Cheque Register**
- Councillor Kornfeld declared a financial interest, as the owner of Kornfeld Electric, in regards to voucher # 352, for the amount of \$403.25, payable to Kornfeld Electric and left the regular meeting at 7:31 PM.
- 2020-312                    **4.3.1    Kornfeld Electric Voucher**  
   Councillor Bennett  
   Councillor Greenlay
- That Council approves the payment of voucher #352 in the amount of \$403.25 payable to Kornfeld Electric.
- CARRIED**
- 2020-313                    **4.3.2    Approval of Shaunavon and District Fire and Rescue Committee Cheque Register**  
   Councillor Greenlay  
   Councillor Bennett
- That Council approves the payment of the remainder of the accounts of the Shaunavon and District Fire and Rescue committee's accounts on the attached Schedule "B" in the amount of \$154,646.16 and forms part of these minutes.
- CARRIED**



- 2020-314      **4.4      Town of Shaunavon and SDFR Bank Reconciliation and Town of Shaunavon Tax Collections Reports**  
Councillor Bennett  
Councillor Greenlay
- That Council accepts the June 2020 Town of Shaunavon's bank reconciliation and tax collection reports as presented, as well as the June 2020, Shaunavon and District Fire and Rescue committee's bank reconciliation report, and the Town of Shaunavon's June 2020 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's June 2020 Statement of Financial Activities reports as presented.
- CARRIED**
- 2020-315      **4.5      Town of Shaunavon and SDFR Statement of Financial Activities**  
The decision was made in resolution 2020-314.
- 2020-315      **5      Hearing**  
Councillor Kornfeld  
Councillor Lingenfelter
- That Council authorizes to move to public hearing for the Discretionary Use for Lot 4, Block 43, Plan B3185 at 7:35 PM
- CARRIED**
- It is noted that there were no concerns from those property owners within a 75 metre radius of the proposed home occupation submitted in writing by Friday, July 10, 2020.
- 2020-316      **5.1      Discretionary Use Application - Lot 4, Block 43, Plan B3185**  
That Council shall approve the discretionary use application for Perfect Ten Nail home occupation at Lot 4, Block 43, Plan B3185; and that the permit shall be permitted for the length of time of home occupation.
- CARRIED**
- 2020-317      **5.2      Conclusion of Public Hearing**  
Councillor Kornfeld  
Councillor Greenlay
- That Council approves that the Public Hearing session is concluded and regular order of business be resumed at 7:36 PM.
- CARRIED**
- 2020-318      **6      Management Reports**
- 2020-318      **6.1      In-Camera**  
Councillor Bennett  
Councillor Greenlay
- That Council meets in an In-Camera session at 7:47 PM.
- CARRIED**
- Present: Mayor Grant Greenslade; Councillors Kyle Bennett, Mike Greenlay, Riley Kornfeld, Shawn Lingenfelter, Tyson Skjerven and Garrett Thienes; and CAO Tara Fritz.
- 2020-319      **6.1.1      Terry Innes Grievance**
- 2020-319      **6.1.2      In-Camera Concluded**  
Councillor Greenlay  
Councillor Bennett
- That Council approves that the In-Camera session is concluded and the regular order of business be resumed at 7:59 PM.
- CARRIED**

- 2020-320                    **6.2        Pedestrian Crossing Signs**  
                                   Councillor Kornfeld  
                                   Councillor Greenlay
- That Council acknowledges that the Town shall be receiving \$15,870 of grant funding from the SGI Provincial Traffic Safety Fund respecting pedestrian crossing signs. That Council directs the Director of Operations to place two pedestrian crossing signs at the locations of Centre Street and Sixth Avenue and Centre Street and Seventh Avenue interest ions.
- CARRIED**
- CAO Fritz presented the Chief Administrative Officer and the Communications Officer reports as of July 9, 2020.
- 2020-321                    **6.3        Management Reports Acceptance**  
                                   Councillor Skjerven  
                                   Councillor Greenlay
- That Council shall accept the Chief Administrative Officer and Communications Officer reports, as presented.
- CARRIED**
- 7            New Business**
- 2020-322                    **7.1        Recording Clerk**  
                                   Councillor Greenlay  
                                   Councillor Kornfeld
- That Council appoints Assistant Administrator Grace Potter to be the recoding clerk for any Council meeting, in the absence of Chief Administrative Officer Tara Fritz.
- CARRIED**
- 2020-323                    **7.2        2020 Election**  
                                   Councillor Greenlay  
                                   Councillor Bennett
- Due to the uncertainties surrounding the Covid-19 Pandemic in relation to the 2020 Regular Election for the Town of Shaunavon; THAT the Returning Officer be authorized at her discretion and in accordance with current Health Authority regulations at that point in time:
1. She may use a Voters List to reduce the contact between Voters and Election officials, and may enter into an agreement with the Province of Saskatchewan as per Section 55 of the *Local Government Election Act, 2015* to provide us with this voters list;
  2. She may, as per Section 29 of the *Local Government Election Act, 2015*; establish a polling place in the Hospital or Care Home.
- CARRIED**
- 2020-324                    **7.3        Tax Enforcement and Demolition Consideration**
- 7.3.1       Lot 7, Block 8, Plan B3185**  
                                   Councillor Lingenfelter  
                                   Councillor Kornfeld
- That Council directs CAO Fritz to have the dilapidated building located at Lot 7, Block 8, Plan B3185 demolished and the associated costs added to the tax roll upon the July 31, 2020 expiry of issued Order to Remedy.
- DEFEATED**

- 2020-325                    **7.3.2      Lot 17, Block 9, Plan B3185**  
    Councillor Bennett  
    Councillor Lingenfelter
- That Council directs CAO Fritz to have the dilapidated building located at Lot 17, Block 9, Plan B3185 demolished and the associated costs added to the tax roll upon the July 31, 2020 expiry of issued Order to Remedy.
- CARRIED**
- 2020-326                    **7.3.3      Lots 44-45, Block 10, Plan B3185**  
    Councillor Greenlay  
    Councillor Bennett
- That Council directs CAO Fritz to have the dilapidated building located at Lots 44-45, Block 10, Plan B3185 demolished and the associated costs added to the tax roll upon the July 31, 2020 expiry of issued Order to Remedy.
- CARRIED**
- 2020-327                    **7.3.4      Lot 46, Block 10, Plan B3185**  
    Councillor Bennett  
    Councillor Lingenfelter
- That Council directs CAO Fritz to have the dilapidated building located at Lot 46, Block 10, Plan B3185 demolished and the associated costs added to the tax roll upon the July 31, 2020 expiry of issued Order to Remedy.
- CARRIED**
- 2020-328                    **7.4        Provincial Mediation Board Consent to Acquire Title - Lots 6 and 7, Block 8, Plan B3185**  
    Councillor Bennett  
    Councillor Greenlay
- That Council authorizes to proceed with Title acquisition on Surface Parcel No. 143453358 (Lot 6, Block 8, Plan B3185) and Surface Parcel No. 143453369 (Lot 7, Block 8, Plan B3185), as per section 26.1 of *The Tax Enforcement Act*.
- CARRIED**
- 2020-329                    **7.4.1      Provincial Mediation Board Consent To Acquire Title - Tender**  
    Councillor Kornfeld  
    Councillor Bennett
- That Council authorizes CAO Fritz to tender Surface Parcel No. 143453385 (Lot 6, Block 8, Plan B3185) and Surface Parcel No. 143453369 (Lot 7, Block 8, Plan B3185), as per section 31 of *The Tax Enforcement Act*. That the Order Remedy respecting the dilapidated building shall be attached as a condition of the title transfer of the property and that there shall be a period of one year of title transfer that building shall be brought back to an undilapidated state or it is to be demolished.
- CARRIED**
- 2020-330                    **7.4.2      Provincial Mediation Board Consent to Acquire Title - Cancellation of 2020 Taxes**  
    Councillor Kornfeld  
    Councillor Lingenfelter
- That once the Title of Surface Parcel No. 143453358 (Lot 6, Block 8, Plan B3185) and Surface Parcel No. 143453369 (Lot 7, Block 8, Plan B3185) has been transferred to the Town of Shaunavon, that Council authorizes to cancel the 2020 taxes owing from the date of title transfer to the end of 2020, as per subsection 34(2) of *The Tax Enforcement Act*.
- CARRIED**

- 2020-331            **7.5            Acquisition of Title - Lots 16, 17 and 18, Block 9, Plan B3185**  
                          Councillor Kornfeld  
                          Councillor Lingenfelter
- That Council authorizes to proceed with Title acquisition on Surface Parcel Numbers 143452267 (Lot 16, Block 9, Plan B3185), 143452278 (Lot 17, Block 9, Plan B3185) and 143452289 (Lot 18, Block 9, Plan B3185), as per section 26(1) of *The Tax Enforcement Act*.
- CARRIED**
- 2020-332            **7.5.1        Acquisition of Title - Tender**  
                          Councillor Greenlay  
                          Councillor Bennett
- That Council authorizes CAO Fritz to tender Surface Parcel Numbers 143452267 (Lot 16, Block 9, Plan B3185), 143452278 (Lot 17, Block 9, Plan B3185) and 143452289 (Lot 18, Block 9, Plan B3185), as per section 31 of *The Tax Enforcement Act*.
- CARRIED**
- 2020-333            **7.5.2        Acquisition of Title - Cancellation of 2020 Taxes**  
                          Councillor Kornfeld  
                          Councillor Greenlay
- That once the Title of Surface Parcel Numbers 143452267 (Lot 16, Block 9, Plan B3185), 143452278 (Lot 17, Block 9, Plan B3185) and 143452289 (Lot 18, Block 9, Plan B3185) have been transferred to the Town of Shaunavon, that Council authorizes to cancel the 2020 taxes owing from the date of title transfer to the end of 2020, as per subsection 34(2) of *The Tax Enforcement Act*.
- CARRIED**
- 2020-334            **7.6            407 Centre Street Request**  
                          Councillor Kornfeld  
                          Councillor Lingenfelter
- That Council shall permit patio seating on the municipal property in front of the business located at 407 Centre Street, on the condition that the seating shall not impede foot traffic.
- CARRIED**
- Councillor Skjerven declared a financial interest, as the co-owner of Helix Construction, and left the regular meeting at 8:15 PM.
- 2020-335            **7.7            First Avenue Road Build Project**  
                          Councillor Thienes  
                          Councillor Greenlay
- That Council shall award the First Avenue Road Build RFP to Earth Force Enterprises Inc. at the July 2, 2020 quoted rate of \$109,055 plus applicable taxes.
- CARRIED**
- Councillor Skjerven returned to the regular meeting at 9:05 PM.
- 2020-336            **7.8            Conduct Policies**  
                          Councillor Greenlay  
                          Councillor Lingenfelter
- That Council accepts the recommendation from the Administration Committee to adopt the Conduct category of the HR Policies, that include the following policies: Nepotism Policy, revised Municipal Employee Code of Conduct, Company Dress Code and Personal Hygiene, Company Events, Conflict Resolution, Volunteer and Whistle blower.
- CARRIED**

- 8 Committee Reports**
- 8.1 Mayors Report**  
Mayor Greenslade presented a verbal report.
- 8.2 Public Works Committee - Councillor Skjerven**  
Councillor Skjerven presented a verbal report, as well as the Director of Operations and the Director of Parks and Facilities reports.
- 2020-337 **8.2.1 Water Quality Report**  
Councillor Greenlay  
Councillor Kornfeld  
That Council shall file the Monthly Water Quality report for the month of June, 2020, as presented.  
**CARRIED**
- 8.3 Administration Committee - Councillor Bennett**  
Councillor Bennett presented a verbal report along with the July 7, 2020 draft Administration Committee Meeting minutes.
- 2020-338 **8.3.1 Compensation and Benefits Policies**  
Councillor Kornfeld  
Councillor Bennett  
That Council accepts the recommendation from Council to adopt the presented Compensation and Benefits category of the HR policies, that include the following policies: Company Vehicle, Sick Days, Payroll Administration, Professional Development, Employee Family Assistance, Hours of Work, Overtime, Public Holidays and Protected Leaves.  
**CARRIED**
- 8.3.2 Hiring Practices and Check-lists**  
**TABLED**
- 2020-339 **8.3.3 Bylaw Enforcement Officer**  
Councillor Greenlay  
Councillor Kornfeld  
That Council considered the recommendation from the Administration Committee to enter into a contract with Maureen Wilson for a part-time Bylaw Enforcement Officer from July 15, 2020 to October 15, 2020 with a renewal option to extend to December 31, 2020, and that the Town of Shaunavon shall pay all WCB premiums, based on the value of the Contract. Council agreed to enter into the said contract, with the following amendments: a compensation rate of \$1,000 per month for approximately 10 hours per week of commitment.  
**CARRIED**
- 8.4 Economic Development Committee - Councillor Greenlay**  
Councillor Greenlay presented a verbal report, along with the revised May 14, 2020 Economic Development Committee meeting minutes, the draft June 25, 2020 Economic Development Committee meeting minutes and the Economic Development Officer report as of July 9, 2020.
- 2020-340 **8.4.1 Demolition Incentive Policy**  
Councillor Greenlay  
Councillor Bennett  
That Council accepts the recommendation from the Economic Development Committee to adopt the amended Dilapidated Building Demolition policy as presented.  
**CARRIED**



- 2020-341      **8.4.2      CIBC Building**  
 Councillor Greenlay  
 Councillor Skjerven
- That Council accepts the recommendation from the Economic Development Committee to purchase the CIBC building for the amount of \$37,500.00, plus a charitable receipt in the amount of \$37,500.00.
- DEFEATED**
- 2020-342      **8.5      Extension of Council Meeting**  
 Councillor Thienes  
 Councillor Skjerven
- That Council shall permit the regular council meeting to be extended until 10:30 PM.
- CARRIED**
- 8.6      Southwest Waste Management Authority - Councillor Bennett**  
 Councillor Bennett presented a verbal report.
- 8.7      Wellness and Leisure Committee - Councillor Kornfeld**  
 Councillor Kornfeld presented a verbal report, the draft July 13, 2020 Wellness and Leisure Committee meeting minutes, and the Director of Wellness and Leisure report as of July 10, 2020.
- 2020-343      **8.7.1      Sask Lotteries**  
 Councillor Kornfeld  
 Councillor Thienes
- That Council accepts the recommendation from the Wellness and Leisure Committee to issue a cheque in the amount of \$978.83 payable to the Shaunavon Local Library for their 2019-2020 Saskatchewan Lotteries Grant.
- CARRIED**
- 8.8      Grand Coteau Heritage and Cultural Centre - Councillor Thienes**  
 Councillor Thienes presented a verbal report and the Director of Culture report as of July 10, 2020.
- 8.9      Chinook Local Library Board - Councillor Lingenfelter**  
 No report.
- 8.10      Pine Cree Regional Park - Councillor Thienes**  
 Councillor Thienes presented a verbal report.
- 8.11      SDFR/EMO - Councillor Bennett**  
 No report.
- 8.12      Southwest Municipal Government Committee (SWMGC) - Councillor Bennett**  
 No report.
- 8.13      Southwest Transportation Planning Council Inc. (SWTPC) - Councillor Bennett**  
 Councillor Bennett presented a verbal report along with the draft June 26, 2020 Board of Directors meeting minutes.
- 8.14      Swift Current Watershed Stewards - Councillor Thienes**  
 The 2019 Swift Current Watershed Stewards AGM Minutes and the draft June 22, 2020 Board of Director meeting minutes were presented to Council.

**8.15 Splash Park - Councillor Bennett**

Councillor Bennett presented a verbal report.

**8.16 Council Attended Events**

**8.17 Acceptance of Committee Reports**

2020-344

Councillor Greenlay  
Councillor Kornfeld

That Council accepts all committee reports as presented:

1. June 22, 2019 Swift Current Watershed Stewards Annual General meeting minutes.
2. June 22, 2020 Swift Current Watershed Stewards Board of Directors meeting minutes - DRAFT.
3. June 25, 2020 Economic Development Committee meeting minutes - DRAFT
4. June 26, 2020 Southwest Transportation Planning Council Board of Directors meeting minutes - DRAFT
5. July 7, 2020 Administration Committee meeting minutes - DRAFT
6. July 13, 2020 Wellness and Leisure Committee meeting minutes - DRAFT

**CARRIED**

**9 In-Camera**

2020-345

Councillor Kornfeld  
Councillor Greenlay

That Council meets in an In-Camera session at 10:08 PM.

**CARRIED**

CAO Fritz left the regular meeting at 10:08 PM.

Present: Mayor Grant Greenslade; Councillors Kyle Bennett, Mike Greenlay, Riley Kornfeld, Shawn Lingenfelter, Tyson Skjerven and Garrett Thienes.

**9.1 In-Camera Session Concluded**

2020-346

That Council approves that the In-Camera session is concluded and the regular order of business be resumed at 10:25 PM.

**CARRIED**

Chief Administrative Officer Fritz returned to the regular meeting at 10:28 PM.

**10 Adjournment**

2020-347

Councillor Greenlay  
Councillor Bennett

That Council now adjourns the meeting at 10:28 PM.

**CARRIED**

Date approved:

*August 4, 2020*

  
Grant Greenslade, Mayor

  
Tara Fritz, CAO