

**MINUTES OF THE SPECIAL COUNCIL MEETING OF THE
TOWN OF SHAUNAVON HELD TUESDAY, MARCH 16, 2020
TOWN COUNCIL CHAMBERS
401 THIRD STREET WEST – SHAUNAVON, SK**

ATTENDANCE

Attending: Mayor Grant Greenslade; Councillors Kyle Bennett, Mike Greenlay, Riley Kornfeld, Shawn Lingenfelter, Tyson Skjerven (7:18 PM) and Garrett Thienes; Chief Administrative Officer Tara Fritz

CALL TO ORDER

Mayor Greenslade called the meeting to order at 7:00 PM.

DELEGATIONS

2020-096 Bennett - Kornfeld: That Council authorizes to hear the delegation of Sergeant Don McPhee from the Shaunavon detachment of the RCMP at 7:01 PM.

CARRIED

Sergeant Don McPhee presented the 2019 and 2020 first-quarter crime statistics for the Town of Shaunavon.

Sergeant Don McPhee of the Shaunavon detachment of the RCMP left the regular council meeting at 7:50 PM.

MINUTES

2020-097 Kornfeld - Greenlay: That Council approves the minutes of the March 3, 2020 regular meeting and March 3, 2020 special meeting.

CARRIED

FINANCIAL REPORTS

Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc., in regards to voucher #15980, for the amount of \$887.25, payable to Leaf and Powder Enterprises Inc. and left the council chambers at 7:52 PM.

2020-098 Bennett - Lingenfelter: That Council approves the payment of voucher #15980, in the amount of \$887.25, payable to Leaf and Powder Enterprises Inc.

CARRIED

Councillor Greenlay returned to the council chambers at 7:52 PM.

2020-099 Kornfeld - Thienes: That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$217,563.00, and forms part of these minutes.

CARRIED

Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc., in regards to voucher #269, for the amount of \$504.00, payable to Leaf and Powder Enterprises Inc. and left the council chambers at 7:53 PM

2020-100 Thienes - Skjerven: That Council approves the payment of voucher #269, in the amount of \$504.00, payable to Leaf and Powder Enterprises Inc.

CARRIED

Councillor Greenlay returned to the council chambers at 7:53 PM.

2020-101 Kornfeld - Bennett: 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 \$965.49 and forms part of these minutes.

CARRIED



2020-102 Thienes - Lingenfelter: That Council accepts the February 29, 2020 Town of Shaunavon's Bank Reconciliation and Tax Collection reports as presented, as well as February 29, 2020, Shaunavon and District Fire and Rescue committee's Bank Reconciliation report as presented.
CARRIED

2020-103 Thienes - Greenlay: That Council accepts the Town of Shaunavon's February 29, 2020 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's February 29, 2020 Statement of Financial Activities reports as presented.
CARRIED

HEARING

2020-104 Thienes - Bennett: That Council authorizes to move to public hearing for the Discretionary Use for Lots 1 to 16, Block 4, Plan 102066577 at 7:58 PM.
CARRIED

It was recorded that there was no one in attendance, nor written submissions, for the Public Hearing.

2020 – 105 Greenlay - Thienes: That Council approves that the Public Hearing session is concluded and regular order of business be resumed at 7:59 PM.
CARRIED

2020-106 Bennett - Thienes: That Mayor Greenslade and Councillors Bennett, Greenlay, Kornfeld, Lingenfelter, Skjerven and Thienes will not be attending the Tuesday, March 17, 2020 regular Council meeting, and that that meeting will be deemed to be cancelled due to a lack of quorum. However, Council directs CAO Fritz to conduct the public hearing on Tuesday, March 17, 2020 at 7:35 PM, and that she shall present the Hearing meeting minutes to Council.
CARRIED

2020-107 Greenlay - Bennett: That Council shall approve that a temporary camp be permitted on Lots 1 to 16, Block 4, Plan 102066577, if no written or verbal submissions are submitted by 7:35 PM on Tuesday, March 17, 2020.
CARRIED

MANAGEMENT REPORTS

Chief Administrative Officer Fritz presented the Chief Administrative report and the Director of Operations Report.

2020-108 Bennett – Greenlay: That Council directs CAO Fritz to send a congratulatory letter to the Boomtown Cup Committee in regards to their recent Tourism Awards nomination.
CARRIED

2020-109 Thienes – Kornfeld: That Council directs CAO Fritz to send a letter to the Operations staff in regards to the good job on snow removal.
CARRIED

2020-110 Greenlay - Thienes: That Council shall file the Monthly Water Quality report for the month of February 2020 as presented.
CARRIED

NEW BUSINESS

COVID-19 EMERGENCY PREPAREDNESS

Councillor Thienes requested a recorded vote at 8:35 PM

2020-111 Thienes - Skjerven: That Council authorizes to close the Crescent Point Wickenheiser Centre, Grand Coteau Heritage and Cultural Centre, Chinook Library – Shaunavon Branch and Shawnee hall, effective immediately. That the Town office shall remain open with public access by appointment.
In-favour: Thienes, Bennett, Lingenfelter, Kornfeld, Greenlay, Greenslade and Skjerven.
CARRIED



Thienes declared a personal conflict, due to his spouse being the Communications Officer for the Town of Shaunavon, and left the council chambers at 8:51 PM and returned at 8:55 PM.

HIGHWAY NO. 37 NORTH OF SHAUNAVON

2020-112 Skjerven - Greenlay: That Council directs CAO Fritz to send a letter to Saskatchewan Highways Minister Ottenbrite in regards to the ruinous state of Highway No. 37 north of Shaunavon.

CARRIED

SWIMMING POOL INVESTING IN CANADA INFRASTRUCTURE PROGRAM GRANT APPLICATION

2020-113 Skjerven - Lingenfelter: That Council of the Town of Shaunavon supports the application for an Investing in Canada Infrastructure Program Application for a cost-shared Grant for Swimming Pool upgrades; That we agree to meet the legislated standards, to meet the terms and conditions of the Investing in Canada Infrastructure Program, to conduct any open procurement and to fund the municipal share of the project as outlined in the grant application; and that we authorize the CAO Tara Fritz to sign the application and submit for review.

CARRIED

OFFER TO PURCHASE LOTS 18 AND 19, BLOCK 7, PLAN B3185

2020-114 Kornfeld - Lingenfelter: That Council accepts the \$4,500 offer to purchase on the consolidated Lots 18 and 19, Block 7, Plan B3185.

CARRIED

UTILITY ACCOUNT NO. 10030

2020-115 Thienes - Skjerven: That as per subsection 369 (1) of *The Municipalities Act*, that Council approves that a registered letter be sent to the property owner of utility account number 10030 stating that all unpaid utility costs and charges will be added to and form part of the 2020 tax roll.

CARRIED

NAV CANADA FORMAL ARRANGEMENTS

2020-116 Thienes - Greenlay: That Council directs CAO Fritz and Director of Operations Phillips to complete the NAV Canada documents to have a Formal Arrangement with NAV Canada, as the Aeronautical Information Submission (AIS) Provider, and the Town of Shaunavon for Private Meteorological Services for the Shaunavon Meteorological Station identified as "CJC5". That Council appoints Director of Operations Ron Phillips as the Town of Shaunavon's "Aeronautical Data Originator", whom may appoint a third-party to the position of "Designee of the Aeronautical Data Originator" on behalf of the Town of Shaunavon.

CARRIED

COMMITTEE REPORTS

MAYOR'S REPORT

Mayor Greenslade - No report

PUBLIC WORKS

Councillor Kornfeld and Councillor

Skjerven – Verbal report

2020-117 Kornfeld - Greenlay: That Council accepts the recommendation from the Public Works Committee to have CAO Fritz renew its "Alteration of Permit to Operate a Sewage Works" No: 00003470-03-00, which is issued by the Water Security Agency on the 1st day of April, 2015 and is set to expire on the 31st day of March, 2020. That the legal land location for the Town of Shaunavon sewage treatment works that is identified on page one of the proposed "Permit to Operate a Sewage Works" is correct. That the Town of Shaunavon considers the proposed permit acceptable and will have no further comments through the 30-day review period as allowed under Section 37(2)(b) of *The Environmental Management and Protections Act, 2010*.

CARRIED

2020-118 Greenlay - Lingenfelter: That Council accepts the recommendation from the Public Works Committee to direct CAO Fritz to award the 2020 paving contract to Southwest Paving Ltd. at the January 17, 2020 quotation for 2" cap \$168,163.66 and \$41,236.00 for patching for dig out areas, plus applicable taxes and that Southwest Paving Ltd. complete as much additional paving, at the rates quoted, as permitted in the 2020 Budget. The Town of Shaunavon is a SUMA member and may use Southwest Paving Ltd. as a Trade Compliant SumAdvantage partner through SUMA's RFP No. SUMA 2019-015.

CARRIED

2020-119 Greenlay - Bennett: That Council accepts the recommendation from the Public Works Committee to direct CAO Fritz to award the 2020 Sewer Lining contract to Newline Trenchless Technologies at the February 18, 2020 quotation of \$97,600.00, plus applicable taxes and that Newline Trenchless Technologies complete as many manhole upgrades, at the rate quoted, as permitted in the 2020 budget. The Town of Shaunavon is a SUMA member and may use Newline Trenchless Technologies as a Trade Compliant SumAdvantage partner through SUMA's RFP No. SUMA 2019-005.

CARRIED

Councillor Skjerven declared a conflict, as the owner of Helix Construction Ltd, and left the council chambers at 9:17 PM.

2020-120 Lingenfelter - Bennett: That Council approves of the Public Work's Committee's direction for the Bylaw Enforcement Officer to issue an Order to Remedy for all improvements at the following Civic Addresses, as they are deemed to be a "Nuisance" and "Unsightly", and shall be enforced under the section 6 of *Bylaw No. 2005-20 – Nuisance Abatement Bylaw*:

- 255 Centre Street
- 234 Centre Street
- 240 Fifth Street West
- 370 Third Ave East
- 375 Second Avenue West
- 347 Fourth Street East
- 101 Second Avenue West

CARRIED

2020-123 Greenlay - Bennett: That Council accepts the recommendation from the Public Works Committee to demolish the improvement located on Lot 15, Block 8, Plan B3185 before renewing the brokerage with Access Real Estate.

CARRIED

Councillor Skjerven returned to the council chambers at 9:21 PM

ADMINISTRATION

Councillor Bennett – No report

EDC

Councillor Greenlay – Verbal report

SOUTHWEST WASTE MANAGEMENT

Councillor Bennett– Verbal report

WELLNESS AND LEISURE

Councillor Kornfeld – Verbal report

GRAND COTEAU

Councillor Thienes – Verbal report

LOCAL LIBRARY BOARD

Councillor Lingenfelter - No report

PINE CREE REGIONAL PARK

Councillor Thienes - Verbal report

SDFR/EMO

Councillor Bennett – No report

SWMGC

Councillor Bennett – No report

SWTPC

Councillor Bennett – No report

SWIFT CURRENT WATERSHED STEWARDS

Councillor Thienes – Verbal report

COUNCIL-ATTENDED EVENTS

Councillor Bennett – Rock Solid Refuge
Annual Banquet and Fundraiser

Councillor Bennett – Shaunavon Chamber of Commerce
Mental Health Presentation

2020-124 Skjerven - Kornfeld: That Council accepts all committee reports as presented:

1. March 4, 2020 Public Works Committee Meeting Minutes - DRAFT
 2. March 9, 2020 Wellness and Leisure Committee Meeting Minutes – DRAFT
- CARRIED

2020-125 Greenlay - Thienes: That Council authorizes to extend the regular council meeting until 10:00 PM.
CARRIED

CORRESPONDENCE

FILE CORRESPONDENCE

2020-126 Thienes - Skjerven: That Council approves that the following correspondence having been read, now be filed:

1. Timothy Gardiner – Many Islands Pipe Lines (Canada) Limited
2. Anik Bertrand – NAVCanada

BUSINESS ARISING

2020 PROPOSED BUDGET

2020-127 Thienes – Greenlay: That Council adopt the consolidated operating and capital budget with \$4,174,669 in operating expenditures and \$1,873,350 in capital expenditures and a net property tax levy requirement of \$1,936,553, as attached to these minutes. That the 2020 Uniform Municipal Mill Rate be set at 9.2, representative of approximately 1.0% - 2.0% increase in property tax revenues per property. That a 1.0% increase in trailer license fees be approved. That the utility operating budget with total revenues of \$617,164, representing a 1.0% increase in utility rates to ratepayers within the municipality, effective October 1, 2020 and total operating expenditures of \$467,915 be approved. That \$1,749,304 be transferred from Reserves, as required. That all in-scope employees hired from April 1 to December 31, 2019 receive an additional 5% wage increase, over the current Collective Bargaining Agreement (CBA), effective April 1, 2020 and any other in-scope employee hired before that date shall receive a 2% increase, as per the current CBA (that shall reflect as 5% above the CBA, due to the 2019 top-up). That the 2020 out-of-scope salaries be approved, retroactive to January 1, 2020, as attached in Schedule "C".

CARRIED

IN-CAMERA SESSION

2020-128 Thienes - Bennett: That Council meets in an In-Camera session at 10:00 PM.
CARRIED

Attendance: Mayor Grant Greenslade; Councillors Bennett, Greenlay, Kornfeld, Lingenfelter, Skjerven and Thienes.

Chief Administrative Officer Fritz left the regular council meeting at 10:00 PM and returned at 10:08 PM.

2020-129 Thienes - Greenlay: That Council approves that the In-Camera session is concluded and the regular order of business be resumed at 10:08 PM.
CARRIED

2020-130 Greenlay – Thienes: That the next Council meeting shall be set at the discretion of the Mayor, and that CAO shall provide public notice.
CARRIED

ADJOURN

2020-131 Kornfeld: That Council now adjourns the meeting at 10:09 PM.
CARRIED

Date approved: April 7, 2020



Grant Greenslade, Mayor



Tara Fritz, CAO