

Town of Shaunavon

Meeting Minutes

May 19, 2020 - Regular Council Meeting - 07:30 PM

HELD TUESDAY, MAY 19, 2020
CRESCENT POINT WICKENHEISER CENTRE
201 SEVENTH AVENUE WEST - SHAUNAVON, SK

Attending: Mayor Grant Greenslade, Councillors Kyle Bennett, Mike Greenlay, Riley Kornfeld, Shawn Lingenfleter, Tyson Skjerven and Garrett Thienes; and Chief Administrative Officer Tara Fritz.

1. Calling the Meeting to Order

Mayor Greenslade called the meeting to order at 7:33 PM.

2020-212

2. Approve Minutes

Councillor Skjerven
Councillor Thienes

That Council approves the minutes of the May 5, 2020 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 regards to voucher #16116, for the amount of \$192.59 payable to Kornfeld Electric and left the regular meeting 7:05 PM.

2020-213

3.1.1 Kornfeld Electric Voucher

Councillor Greenlay
Councillor Bennett

That Council approves the payment of voucher #16116 in the amount of \$192.59 payable to Kornfeld Electric.

CARRIED

Councillor Kornfeld returned to the regular meeting at 7:05 PM.

Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc., in regards to voucher #16117, for the amount of \$200.00, payable to Leaf and Powder Enterprises Inc. and left the meeting at 7:06 PM.

2020-214

3.1.2 Leaf and Powder Enterprises Inc. Voucher

Councillor Bennett
Councillor Kornfeld

That Council approves the payment of voucher #16117 in the amount of \$200.00 payable to Leaf and Powder Enterprises Inc.

CARRIED

Councillor Greenlay returned to the meeting at 7:06 PM.

Mayor Greenslade declared a financial interest, as he is an investor in the Shaunavon Tire and Alignment Ltd., in regards to voucher #16135 in the amount of \$72.02, payable to Southwest Tire and Alignment Ltd. and left the regular meeting at 7:06 PM.

2020-215

3.1.3 Shaunavon Tire and Alignment Ltd. Voucher

Councillor Kornfeld
Councillor Bennett

That Council approve the payment of voucher #16135 in the amount of \$72.02, payable to Shaunavon Tire and Alignment Ltd.

CARRIED

Mayor Greenslade returned to the regular meeting at 7:07 PM

2020-216

3.1.4 Approval of Town of Shaunavon Cheque Register

Councillor Thienes
Councillor Skjerven

That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$130,169.38, and forms part of these minutes.

CARRIED

3.2 Shaunavon and District Fire and Rescue Cheque Register

Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc., in regards to voucher #293, for the amount of \$75.00, payable to Leaf and Powder Enterprises Inc. and left the regular meeting at 7:09 PM.

2020-217

3.2.1 Leaf and Powder Enterprises Inc. Voucher

Councillor Kornfeld
Councillor Skjerven

That Council approves the payment of voucher #293 in the amount of \$75.00 payable to Leaf and Powder Enterprises Inc.

CARRIED

Councillor Greenlay returned to the regular meeting at 7:09 PM.

2020-218

3.2.2 Approval of Shaunavon and District Fire and Rescue Cheque Register

Councillor Kornfeld
Councillor Thienes

That Council approves the payment of the remainder of the Shaunavon and District Fire and Rescue committee's accounts on the attached Schedule "B" in the amount of \$3,457.58, and forms part of these minutes.

CARRIED

2020-219

3.3 Town of Shaunavon and SDFR Bank Reconciliation and Town of Shaunavon Tax Collections Reports

Councillor Lingenfelter
Councillor Skjerven

That Council accepts the April 30, 2020 Town of Shaunavon's bank reconciliation and tax collection reports as presented, as well as the April 30, 2020, Shaunavon and District Fire and Rescue committee's bank reconciliation report as presented.

CARRIED

2020-220

3.4 Town of Shaunavon and SDFR Statement of Financial Activities

Councillor Lingenfelter
Councillor Skjerven

That Council accepts the Town of Shaunavon's April 30, 2020 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's April 30, 2020 Statement of Financial Activities reports as presented.

CARRIED

4. Management Reports

Chief Administrative Officer Fritz presented the Chief Administrative, the Communications Officer and Bylaw Enforcement Officer reports.

5. New Business

5.1 Consolidation of Reporting Entities

TABLED

2020-221

5.2 June, July and August Council Meeting Dates

Councillor Greenlay
Councillor Thienes

That Council authorizes that the July 7, 2020 and August 18, 2020 regular council meetings be cancelled; and that the July 21, 2020 regular council meetings be changed to July 14, 2020 and that the August 4, 2020 shall remain unchanged. The meetings are to be set for 7:30 PM.

CARRIED

2020-222

5.3 Dedicated Server Upgrade

Councillor Thienes
Councillor Bennett

That Council will permit CAO Fritz to upgrade the dedicated server at the May 11, 2020 quoted rate of \$4,601.00 plus applicable taxes.

CARRIED

5.4 Municipal Economic Enhancement Program 2020

6. Committee Reports

The Director of Operations, Director of Wellness and Leisure, Director of Culture and the Economic Development Officer reports will be presented by the Committee Chair in the committee reports.

6.1 Mayors Report

Mayor Greenslade presented a verbal report.

6.2 Public Works Committee - Councillor Skjerven

Councillor Skjerven presented a verbal report.

2020-223

6.2.1 Water Quality Report

Councillor Bennett
Councillor Skjerven

That Council shall file the Monthly Water Quality report for the month of April 2020, as presented.

CARRIED

6.3 Administration Committee - Councillor Bennett

Councillor Bennett presented a verbal report along with the minutes from the May 11, 2020 Administration Committee meeting.

2020-224

6.3.1 Online Banking

Councillor Thienes
Councillor Lingenfelter

That Council accepts the recommendation from the Administration Committee to utilize the Business Online Banking Portal at Affinity Credit Union. That the Mayor and Administration Chair shall be granted Corporate Administration User rights, for user assignment and approval rights (no transfer or payment rights) and that the Chief Administrative Officer and Assistant Administrator shall be granted bill payment and transaction initiation user rights, to a maximum daily limit of \$50,000.00 for the chequing account only. That the Finance Clerk and Office Clerk shall be granted view only rights to the chequing and savings accounts. That the Savings account shall be restricted to only viewing to all users. That e-transfers shall be automatically deposited into the chequing account and that there shall be no e-transfers from the chequing account.

CARRIED

2020-225

6.3.2 HR Policies - Introduction and Employment Category

Councillor Greenlay
Councillor Bennett

That Council accepts the recommendation from the Administration Committee to adopt the Introduction and Employment category of the HR Policies, that include the following policies: Employment Categories, Performance Management, Pre-Employment Screening, Recognition, Record Checks and Human Rights Policy.

CARRIED

2020-226

6.3.3 Building Bylaw Review

Councillor Thienes
Councillor Lingenfelter

That Council accepts the recommendation from the Administration Committee to consider adopting Bylaw No. 2020-09 - The Building Bylaw, as presented.

CARRIED

2020-227

6.3.3.1 Certification Policy

Councillor Thienes
Councillor Greenlay

That Council accepts the recommendation from the Administration Committee to adopt the revised Certification Policy that reads: That employees within the job classifications of Maintenance I, Maintenance II, Maintenance III, Foreman and Director of Parks and Facilities receive additional compensation, in the amount of \$0.25 per hour, for each valid certificate obtained under the Water and Wastewater Operator Certification Program, Landscape Applicator and Mosquito and Biting Fly Applicator, and Refrigeration Operators' Certification Program, which pertains to a facility classification for the Town of Shaunavon.

CARRIED

2020-228

6.3.4 Electronic Technology for Councillors Policy

Councillor Skjerven
Mayor Greenslade

That Council accepts the recommendation from the Administration Committee to adopt the amended Electronic Technology policy for Elected Officials that reads: That Council shall permit an allowance of \$700 per Councillor, per term (may be prorated if a Councillor is elected in a by-election), for the purchase of electronic technology to be used for council and committee meetings.

CARRIED

6.4 Economic Development Committee - Councillor Greenlay

Councillor Greenlay presented a verbal report along with the minutes from the May 14, 2020 Economic Development Committee meeting.

2020-229

6.4.1 Website Business Directory

Councillor Bennett
Councillor Greenlay

That Council accepts the recommendation from the Economic Development Committee to permit all those who hold a valid Town of Shaunavon business licence to be included on the Town of Shaunavon's business directory on the website.

CARRIED

6.4.2 CIBC Building

TABLED

2020-230

6.4.3 EDC Financial Consolidation

Councillor Bennett
Councillor Thienes

That Council accepts the recommendation from the Economic Development Committee to fully consolidate the Economic Development Committee's financials into the Town of Shaunavon's, effective January 1, 2021. That all the Economic Development Committee bank accounts shall be closed, and the monies transferred to the Town of Shaunavon bank account and placed in a segregated reserve account. The Town of Shaunavon shall be responsible for all financial transactions. The Committee will retain the right to deplete the said reserve account at their pleasure. The Town of Shaunavon shall provide monthly Income Statements for all financial activities related to the Economic Development Committee.

CARRIED

2020-231

6.4.4 To extend the Council meeting past 9:30 PM.

Councillor Lingenfelter
Councillor Greenlay

That Council authorizes to extend the regular council meeting until 10:00 PM.

CARRIED

6.5 Southwest Waste Management Board of Directors - Councillor Bennett

Councillor Bennett presented a verbal report along with the minutes from the May 12, 2020 Board meeting.

6.6 Wellness and Leisure Committee - Councillor Kornfeld

Councillor Kornfeld presented a verbal report along with the minutes from the May 13, 2020 Wellness and Leisure Committee meeting.

6.7 Grand Coteau Heritage and Cultural Centre - Councillor Thienes

Councillor Thienes presented a verbal report.

6.8 Chinook Local Library Board - Councillor Lingenfelter

No report.

6.9 Pine Cree Regional Park - Councillor Thienes

No report.

6.10 SDFR/EMO - Councillor Bennett

No report.

6.11 Southwest Municipal Government Committee (SWMGC) - Councillor Bennett

No report.

6.12 Southwest Transportation Planning Council Inc. (SWTPC) - Councillor Bennett

No report.

6.13 Swift Current Watershed Stewards - Councillor Thienes

No report.

6.14 Splash Park - Councillor Bennett

Councillor Bennett presented a verbal report.

6.15 Council Attended Events

2020-232

6.16 Acceptance of Committee Reports

Councillor Greenlay
Councillor Skjerven

That Council accepts all committee reports as presented:

1. May 11, 2020 Administration Committee meeting minutes - DRAFT
2. May 12, 2020 Southwest Waste Management Authority Board meeting minutes - DRAFT
3. May 13, 2020 Wellness and Leisure Committee meeting minutes - DRAFT
4. May 14, 2020 Economic Development Committee meeting minutes - DRAFT.

CARRIED

7. **Bylaws**

2020-233

7.1 2020-09 - Building Bylaw (First Reading)

Councillor Kornfeld
Councillor Thienes

That Council authorizes that Bylaw 2020-09 - The Building Bylaw, be introduced and read the first time.

CARRIED

2020-234

7.2 2020-09- Building Bylaw (Second Reading)

Councillor Kornfeld
Councillor Thienes

That Council authorizes that Bylaw 2020-09 - The Building Bylaw, be read the second time.

CARRIED

8. **Correspondence**

8.1 Michael Lord- Sask. Housing Corp.

8.2 Ellen Bird - Innergex Renewable Energy Inc.

2020-235

8.2.1 Proposed Gusty Plain Wind Project

Councillor Thienes
Councillor Lingenfelter

That Council directs CAO Fritz to verify that the Town of Shaunavon's RNAV on the runways is not negatively impacted by the proposed Gusty Plain Wind Project. Fritz to also verify that there would be no impacts by this said project, if there was a future 1000 foot extension to the runway.

CARRIED

8.3 Claire Melhoff - Lac Pelletier Regional Park Authority

2020-236

8.4 File Correspondence

Councillor Kornfeld
Councillor Greenlay

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

1. Michael Lord - Saskatchewan Housing Corporation
2. Ellen Bird - Innergex Renewable Energy
3. Clair Melhoff - Lac Pelletier Regional Park Authority

CARRIED

2020-237

9. In-Camera

Councillor Kornfeld
Councillor Skjerven

That Council meets in an In-Camera session at 9:59 PM.

CARRIED

Attending: Mayor Greenslade, Councillors Bennett, Greenlay, Kornfeld, Lingenfelter, Skjerven and Thienes. CAO Fritz left the regular council meeting at 9:59 PM.

2020-238

9.1 In-Camera Session Concluded

Councillor Kornfeld
Councillor Lingenfelter

That Council approves that the In-Camera session is concluded and the regular order of business be resumed at 10:07 PM.

CARRIED

CAO Fritz returned to the regular council meeting at 10:07 PM.

2020-237

10. Adjournment

Councillor Skjerven
Councillor Lingenfelter

That Council now adjourns the meeting at 10:07 PM.

CARRIED

Date approved: June 2, 2020



Grant Greenslade, Mayor



Tara Fritz, CAO

Attachments

 Town of Shaunavon Cheque Register as of May 19, 2020

 Shaunavon and District Fire and Rescue Cheque Register as of May 19, 2020