

**Town of Shaunavon**  
**Meeting Minutes**  
**Council Meeting October 4, 2022 - 07:30 PM**

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

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

- 1 Calling the Meeting to Order**

Mayor Bennett called the meeting to order at 7:03 PM.
- 1.1 Appointment of Acting Chair of the October 4, 2022 Meeting**

To record that Mayor Bennett has appointed Deputy Mayor Greenlay to act as Acting Chair for this meeting as he is not physically present.
- 2 Approve Minutes**

2022-421 Councillor Lingenfelter  
Councillor Nelson

That Council approves the minutes of the September 20, 2022 Regular Council Meeting and the September 28, 2022 Special Council Meeting, as amended as follows: To correct that Councillor Lingenfelter motioned resolution number 2022-419 on the September 28, 2022 Special Council Meeting Minutes.

**CARRIED**
- 3 Financial Reports**
- 3.1 Town of Shaunavon Cheque Register**

Councillor Kornfeld declared financial interest, as the owner of Kornfeld Electric Ltd., in regard to Town of Shaunavon voucher #18575 for the amount of \$790.95, payable to Kornfeld Electric Ltd., and left the regular meeting at 7:05 PM.
- 3.1.1 Kornfeld Electric Voucher**

2022-422 Councillor Lingenfelter  
Councillor Nelson

That Council approves the payment of voucher #18575 in the amount of \$790.95 payable to Kornfeld Electric.

**CARRIED**

Councillor Greenlay declared financial interest, as the owner of Leaf and Powder Enterprises Inc, in regard to Town of Shaunavon voucher #18576 for the amount of \$843.60, payable to Leaf and Powder Enterprises Inc., and left the regular meeting at 7:06 PM

Councillor Kornfeld returned to the regular meeting at 7:07 PM.
- 3.2 Leaf and Powder**

2022-423 Councillor Nelson  
Councillor Kornfeld

That Council approves the payment of voucher #18576 in the amount of \$843.60 payable to Leaf and Powder Enterprises Inc.

**CARRIED**

Councillor Greenlay returned to the regular meeting at 7:07 PM.

Councillor Nelson left the regular meeting at 7:07 PM and returned at 7:09 PM.

- 2022-424                    **3.3        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 \$213,408.75, and forms part of these minutes.
- CARRIED**
- 3.4        Shaunavon and District Fire and Rescue Cheque Register**
- Councillor Nelson left the regular meeting at 7:11 PM.
- 2022-425                    **3.4.1     Approval of Shaunavon and District Fire and Rescue Cheque Register**  
                                  Councillor Michelson  
                                  Councillor Lingenfelter
- 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 \$996.48 and forms part of these minutes.
- CARRIED**
- 4            Management Reports**
- Councillor Nelson returned to the regular meeting at 7:12 PM.
- 2022-426                    **4.1        Holy Trinity School Use Agreement**  
                                  Councillor Kornfeld  
                                  Councillor Michelson
- That Council shall reconsider the two-year term in resolution number 2022-407, as the Holy Trinity School Division has proposed a four-year term; therefore, Council directs CAO Fritz to renew the existing Holy Trinity School Use Agreement for a four-year term.
- CARRIED**
- 2022-427                    **4.2        Acceptance of Management Reports**  
                                  Councillor Lingenfelter  
                                  Councillor Nelson
- That Council shall accept the following management reports as presented:
1. Chief Administrative Officer
  2. Director of Public Works
  3. Communications Officer Report
  4. Director of Wellness and Leisure Report
  5. Bylaw Enforcement Officer Report
  6. Economic Development Officer Report
- CARRIED**
- 5            Business Arising from the Minutes**
- 2022-428                    **5.1        Janelle Wickstrom - Cypress Hills Ability Centres, Inc.**  
                                  Councillor Michelson  
                                  Councillor Klassen
- That Council shall permit the bathroom renovation project for Block F, Plan CH4733 to be exempted from hiring an engineer to provide the required calculations and that the project be constructed to the building practices accepted before January 1, 2019.
- DEFEATED**



- 2022-429                    **5.1.1     Janelle Wickstrom - Cypress Hills Ability Centres, Inc**  
    Councillor Lingenfelter  
    Councillor Nelson
- That Council shall provide a grant to the property owner of Block F, Plan CH4733, for \$3,500.00 to assist with the required engineering fees for their 2022 building permit application on the condition they can not access any other grants or funds by December 31, 2022.
- CARRIED**
- 2022-430                    **6             New Business**
- Councillor Nelson left the regular meeting at 7:33 PM
- 2022-430                    **6.1         Appointment of the Local Assistant under The Fire Safety Act**  
    Councillor Lingenfelter  
    Councillor Michelson
- That Council shall appoint Fire Chief Merrick Goldstein as the Town of Shaunavon's local assistant under *The Fire Safety Act*.
- CARRIED**
- Councillor Nelson returned to the meeting at 7:34 PM.
- 2022-431                    **6.2         Lots 18-22, Block 15, Plan B3185 Site Clean-up**  
    Councillor Kornfeld  
    Councillor Nelson
- That Council directs CAO Fritz to proceed with the Phase I and Phase II Environmental Site Assessment on Lots 18-22, Block 15, Plan B3185, and to apply to the Province of Saskatchewan's Orphan Impacted Site Fund to fully fund this project.
- CARRIED**
- 2022-432                    **7             Committee Reports**
- 2022-432                    **7.2.1       Lagoon Compliance Report**  
    Councillor Kornfeld  
    Councillor Lingenfelter
- That Council shall accept the recommendation from the Public Works Committee to receive and file the August 22, 2022 Lagoon Compliance Inspection Report, as presented.
- CARRIED**
- Finance Clerk Enns left the regular meeting at 7:52 PM and returned at 7:53 PM.
- 2022-434                    **7.3.1       Flat Fee for Maintenance of Private Property Policy**  
    Councillor Lingenfelter  
    Councillor Klassen
- That Council shall accept the recommendation from the Administration Committee to amend the Maintenance of Private Property Policy to increase the administration fee from \$200 to \$300, as recommended by the Bylaw Enforcement Officer.
- CARRIED**
- 2022-435                    **7.3.1.1     In-Camera Session**  
    Councillor Lingenfelter  
    Councillor Klassen
- That Council meets in an In-Camera session at 8:06 PM.
- CARRIED**
- Finance Clerk Trudy Enns left the regular meeting at 8:06 PM. Present: Mayor Kyle Bennett (via Zoom), Deputy Mayor Greenlay, Councillors

Kornfeld, Lingenfelter, Michelson, Klassen, and Nelson; and CAO Fritz. Finance Clerk Trudy Enns returned to the regular meeting at 8:20 PM.

- 2022-436      **7.3.1.2 In-Camera Session Concluded**  
Councillor Nelson  
Councillor Michelson
- That Council approves that the In-Camera session is concluded, and the regular order of business be resumed at 8:19 PM.
- CARRIED**
- 2022-437      **7.3.3 Sick Days Policy**  
Councillor Nelson  
Councillor Michelson
- That Council shall accept the recommendation from the Administration Committee to change the wording in the in-scope employee's accrual to read "as per the collective bargaining agreement"; and that Council shall add to the policy that out-of-scope employees shall accrue sick day credits at a rate of one and one-quarter (1 1/4) days per full month of service, and that the unused sick leave credits shall accumulate to a maximum of seven (7) working days.
- CARRIED**
- Councillor Lingenfelter declared a personal conflict, as his mother is the Bylaw Enforcement Officer, and left the meeting at 8:22 PM.
- 2022-438      **7.3.5 Bylaw Enforcement Officer Cellular**  
Councillor Kornfeld  
Councillor Klassen
- That Council shall accept the recommendation from the Administration Committee to authorize Bylaw Enforcement Officer Bonnie Lingenfelter to supplement a personal cellphone and plan for work purposes, which shall be reimbursed at a rate of \$70.00 per month.
- CARRIED**
- Councillor Lingenfelter returned to the regular meeting at 8:23 PM
- 2022-439      **7.3.6 2022 GIC Investment**  
Councillor Michelson  
Councillor Kornfeld
- That Council shall accept the recommendation from the Administration Committee to reinvest the \$1,500,000 plus accrued interest from the GIC that is set to expire October 21, 2022, into a two-year GIC at the highest available rate at the Affinity Credit Union in Shaunavon, Saskatchewan.
- CARRIED**
- 2022-440      **7.3.7 Job Description**  
Councillor Michelson  
Councillor Nelson
- That Council shall accept the recommendation from the Administration Committee to update the job descriptions for Maintenance I, II, III, as presented.
- CARRIED**
- 2022-441      **7.6.1 Chinook School Division School Use Agreement**  
Councillor Nelson  
Councillor Klassen
- That Council shall accept the recommendation from the Wellness and Leisure Committee to renew the existing School Use Agreement with the Chinook School Division for a term of two years.
- CARRIED**

- 2022-442            **7.15.1 Village of Frontier Refund**  
 Councillor Kornfeld  
 Councillor Nelson
- That Council recognizes the direction of the Southwest Regional EMO Committee to refund the Village of Frontier's \$2,000 deposit to participate in the Regional EMO Committee.
- CARRIED**
- 2022-443            **7.15.2 Regional EMO Financial Contribution**  
 Councillor Nelson  
 Councillor Klassen
- That Council accepts the recommendation from the Regional EMO Committee to amend the contribution from \$6,500 (as recognized in resolution no. 2022-311) to \$7,222.22 as an equal partner toward the Regional EMO pilot program.
- CARRIED**
- 2022-444            **7.16 Acceptance of Committee Reports**  
 Councillor Klassen  
 Councillor Michelson
- That Council accepts all committee reports as presented:
1. Mayor Bennett presented a verbal Mayor's report and presented a verbal Southwest Transportation Planning Council Inc. report.
  2. Councillor Kornfeld presented the September 27, 2022 Public Works committee meeting minutes.
  3. Councillor Nelson presented the September 22, 2022 Administration committee meeting minutes and presented the September 28, 2022 Regional EMO committee meeting minutes.
  4. Councillor Greenlay presented the SEDA Conference report.
  5. Councillor Lingenfelter presented the October 3, 2022 Wellness and Leisure committee meeting minutes.
  6. Councillor Michelson presented a verbal Grand Coteau Heritage and Cultural Centre report.
- CARRIED**
- 2022-445            **8 Bylaws**
- 8.1 Bylaw 2022-10 - A Bylaw to Provide for Entering into an Agreement to Provide Water Services to Certain Properties in the Rural Municipality (1st reading)**  
 Councillor Kornfeld  
 Councillor Lingenfelter
- That Council authorizes that Bylaw 2022-10 A Bylaw to provide for entering into an agreement, be introduced, and read the first time.
- CARRIED**
- 2022-446            **8.2 Bylaw 2022-10 - A Bylaw to Provide for Entering into an Agreement to Provide Water Services to Certain Properties in the Rural Municipality (2nd reading)**  
 Councillor Kornfeld  
 Councillor Lingenfelter
- That Council authorizes that Bylaw 2022-10– A Bylaw to provide for entering into an agreement, be read a second time.
- CARRIED**
- 2022-447            **8.3 Bylaw 2022-10 - A Bylaw to Provide for Entering into an Agreement to Provide Water Services to Certain Properties in the Rural Municipality (proceed to 3rd reading)**

Councillor Michelson  
Councillor Kornfeld

That Council authorizes that Bylaw 2022-10 - A Bylaw to provide for entering into an agreement, go to third and final reading.

**CARRIED UNANIMOUSLY**

2022-448

**8.4 Bylaw 2022-10 - A Bylaw to Provide for Entering into an Agreement to Provide Water Services to Certain Properties in the Rural Municipality (3rd Reading)**

Councillor Kornfeld  
Councillor Michelson

That Council authorizes that Bylaw 2022-10- A Bylaw to provide for entering into an agreement, be read the third and final time and be adopted.

**CARRIED**

**9 Correspondence**

2022-449

**9.3 File Correspondence**

Councillor Michelson  
Councillor Lingenfelter

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

1. H. Clancy - Office of the Prime Minister
2. Graham Daviduk - Many Islands Pipe Lines (Canada) Limited

**CARRIED**

2022-450

**10 Strategic Planning In-Camera Session**

Councillor Klassen  
Councillor Nelson

That Council meets in a Strategic Planning In-Camera session at 8:50 PM.

**CARRIED**

CAO Tara Fritz and Finance Clerk Trudy Enns left the regular meeting at 8:50 PM. Present: Mayor Kyle Bennett, Deputy Mayor Greenlay, Councillors Kornfeld, Lingenfelter, Michelson, Klassen, and Nelson. CAO Tara Fritz and Finance Clerk Enns returned to the regular meeting at 8:58 PM

2022-451

**10.1 Strategic Planning In-Camera Concluded**

Councillor Lingenfelter  
Councillor Klassen

That Council approves that the Strategic Planning In-Camera session is concluded and the regular order of business be resumed at 8:58 PM.

**CARRIED**

2022-452

**11 Adjournment**

Councillor Kornfeld  
Councillor Nelson

That Council now adjourns the meeting at 8:58 PM.

**CARRIED**

Date approved:

*October 18, 2022*

Kyle Bennett, Mayor

Tara Fritz, CAO

**TOWN OF SHAUNAVON  
OCTOBER 4, 2022  
CHEQUE REGISTER**

<b>Payment #</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
220438	Fritz, Tara	2022-09-21	2,527.07
220439	Holmberg, Jennifer	2022-09-21	826.76
220440	Potter, Grace	2022-09-21	1,668.47
220441	Johnson, Lauren	2022-09-21	1,419.08
220442	Enns, Trudy	2022-09-21	1,306.29
220443	Lingenfelter, Bonnie	2022-09-21	1,419.99
220444	Gregoire Joanne	2022-09-21	1,550.74
220445	Attrell, Kelly	2022-09-21	886.69
220446	Dale, Dana	2022-09-21	1,693.04
220447	Byers, Jeremy	2022-09-21	1,199.27
220448	Doiron, Mark	2022-09-21	2,066.78
220449	Lingenfelter, Tim	2022-09-21	1,393.01
220450	Moffatt, Corine	2022-09-21	1,359.52
220451	Reid, Gerald	2022-09-21	1,546.21
220452	Frank, Nicholas	2022-09-21	1,718.69
220453	Schulze, Fred	2022-09-21	2,461.89
220454	Canada Revenue Agency -Payroll	2022-09-21	12,416.06
220455	Municipal Employees'	2022-09-21	6,158.08
220456	SaskEnergy	2022-09-21	3,555.83
220457	SaskPower	2022-09-21	15,123.42
18556	Airmaster Sales Ltd.	2022-10-04	19,264.05
18557	Apex Distribution Inc.	2022-10-04	795.27
18558	B & A Petroleum Ltd.	2022-10-04	177.19
18559	B&D Contract Services	2022-10-04	1,325.63
18560	Colored Shale Products Inc.	2022-10-04	9,992.02
18561	Country Club Dist. 2008 Ltd.	2022-10-04	13.98
18562	Crossroad Energy Solutions Inc	2022-10-04	2,612.86
18563	Cypress Hills Ability	2022-10-04	175.00
18564	Dale, Dana	2022-10-04	372.10
18565	Eda Environmental	2022-10-04	707.29
18566	Enviroway Detergent Man. Inc.	2022-10-04	539.37
18567	Excel Refrigeration ( Regina)	2022-10-04	2,827.14
18568	Frank, Nicholas	2022-10-04	302.14
18569	Fritz, Tara	2022-10-04	32.49
18570	VOID	2022-10-04	0.00
18571	Heavy Construction Safety	2022-10-04	183.75
18572	Helix Construction Ltd.	2022-10-04	2,227.77
18573	Jet Ice	2022-10-04	1,130.16
18574	Johnson, Lauren	2022-10-04	384.50
18575	Kornfeld Electric	2022-10-04	790.95
18576	Leaf & Powder Enterprises Inc.	2022-10-04	843.60
18577	Trina McLean	2022-10-04	2,331.00
18578	Michelson, Brent	2022-10-04	196.48
18579	Saskatchewan Health Authority	2022-10-04	230.00
18580	Moffatt, Corine	2022-10-04	315.00
18581	Morin, Anna	2022-10-04	1,870.00
18582	MuniSoft	2022-10-04	313.62
18583	Nelson, Travis	2022-10-04	1,319.70
18584	Perativ Gerenal Partnership	2022-10-04	45.67
18585	Purolator Courier Ltd.	2022-10-04	22.63
18586	R.V. Auto Parts	2022-10-04	146.25
18587	SaskTel CMR	2022-10-04	1,640.60
18588	Service Master Restore	2022-10-04	53,239.08
18589	Shred-it	2022-10-04	681.95
18590	Standard Shaunavon	2022-10-04	219.54
18591	SUMA	2022-10-04	5,991.79
18592	Superior Infrastructure	2022-10-04	38,267.25
18593	Supreme Greens	2022-10-04	196.88

<u>Payment #</u>	<u>Vendor</u>	<u>Date</u>	<u>Amount</u>
220458	Minister of Finance	2022-09-28	1,021.71
		<b>Total:</b>	<b><u>215,043.30</u></b>





**SHAUNAVON AND DISTRICT FIRE AND RESCUE**  
**OCTOBER 4, 2022**  
**CHEQUE REGISTER**

<b>Payment #</b>	<b>Vendor</b>	<b>Date</b>	<b>Amount</b>
754	Apex Distribution Inc.	2022-10-04	296.85
755	Goldstein, Merrick	2022-10-04	123.00
756	Guenther, Kobie	2022-10-04	276.85
757	Sasktel CMR	2022-10-04	125.93
758	White, Ron	2022-10-04	173.85
		<b>Total:</b>	<b><u>996.48</u></b>

*KB*  
*CA*