

Town of Shaunavon
Meeting Minutes
Regular Council Meeting September 15, 2020 - 07:30 PM

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

Attending: Councillors Kyle Bennett, Mike Greenlay, Riley Kornfeld, Shawn Lingenfelter, and Tyson Skjerven (7:49 PM); Chief Administrative Officer Tara Fritz and Finance Clerk Rachel Illerbrun

Regrets: Mayor Grant Greenslade and Deputy Mayor Garrett Thienes

- 1 Appointment of Chair**
- That Councillor Bennett shall be appointed as the Chair for the September 15, 2020 regular Council meeting.
- 2020-398 **1.1 Calling the Meeting to Order**
- Chair Bennett called the meeting to order at 7:31 PM.
- 2020-399 **2 Approve Minutes**
- Councillor Greenlay
Councillor Kornfeld
- That Council approves the minutes of the September 1, 2020 meeting, as circulated.
- 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 #16461, for the amount of \$98.46, payable to Kornfeld Electric, and left the regular meeting at 7:31 PM.
- 2020-400 **3.2 Kornfeld Electric Voucher**
- Councillor Greenlay
Councillor Lingenfelter
- That Council approves the payment of voucher #16461 in the amount of \$98.46 payable to Kornfeld Electric.
- CARRIED**
- Councillor Kornfeld returned to the regular meeting at 7:31 PM.
- Councillor Bennett declared financial interest, as the owner of Southwest Rentals, in regards to voucher #16476, for the amount of \$777.00, payable to Southwest Rentals, and left the regular meeting at 7:32 PM.
- 2020-401 **3.3 Southwest Rentals Voucher**
- Councillor Greenlay
Councillor Kornfeld
- That council approves payment of voucher #16476 in the amount of \$777.000, payable to Southwest Rentals.
- CARRIED**
- Councillor Bennett returned to the regular meeting at 7:32 PM.



- 2020-402 **3.4 Approval of the own of Shaunavon's September 15, 2020 Cheque Register**
 Councillor Lingenfelter
 Councillor Kornfeld
- That Council approves the payment of the remainder of accounts shown on the attached Schedule "A" in the amount of \$ 273,308.79, and forms part of these minutes.
- CARRIED**
- 2020-403 **3.5 Shaunavon and District Fire and Rescue Cheque Register**
 Councillor Lingenfelter
 Councillor Kornfeld
- 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 \$1,358.96 and forms part of these minutes.
- CARRIED**
- 2020-404 **3.6 Bank Reconciliation and Tax Collections Report**
 Councillor Greenlay
 Councillor Kornfeld
- That Council accepts the August, 2020 Town of Shaunavon's bank reconciliation and tax collection reports as presented, as well as the August, 2020, Shaunavon and District Fire and Rescue committee's bank reconciliation report as presented.
- CARRIED**
- Councillor Skjerven joined the meeting at 7:49 PM.
- 2020-405 **3.7 August 2020 Statements of Financial Activities**
 Councillor Greenlay
 Councillor Kornfeld
- That Council accepts the Town of Shaunavon's August, 2020 Statement of Financial Activities and the Shaunavon and District Fire and Rescue Committee's August, 2020 Statement of Financial Activities reports as presented.
- CARRIED**
- 4 Management Reports**
- 2020-406 **4.1 Acceptance of Management Reports**
 Councillor Kornfeld
 Councillor Lingenfelter
- That Council accepts the Chief Administrative Officer, and Communications Officer reports as presented.
- CARRIED**
- 5 New Business**
- 2020-407 **5.1 Council Remuneration**
 Councillor Greenlay
 Councillor Lingenfelter
- That Council accepts the recommendation from the Administration Committee to consider setting the Council Remuneration as follows, effective January 1, 2021:
- 1) Mayor
 - a) Annual remuneration \$ 12,500.00
 - Committee Meeting - \$ 155.00
 - 2) Aldermen
 - a) Regular council meetings \$ 155.00
 - b) Special council meetings \$ 155.00
 - Committee Meeting - \$ 155.00 (Administration, Public Works, W&L, GCHCC, EDC)
 - c) Attending functions, Town business

- Annual remuneration \$ 1,500.00
 - 3) Committee chair remuneration, for the following committees:
 - a) Admin, EDC, Public Works, and Wellness & Leisure
(Only available in role as chair and is per committee.) \$ 625.00
 - 4) Authorized travel outside of the municipality
 - a) Council Daily remuneration (full day) \$ 250.00
 - b) Council Daily remuneration (half-day) \$ 155.00
 - c) Vehicle allowance (per kilometer)-council members \$ 0.55
 - d) Vehicle allowance (per kilometer)-staff & others \$ 0.55
 - e) Meals
 - i) Breakfast \$ 20.00
 - ii) Lunch \$ 25.00
 - iii) Dinner \$ 40.00
 - f) Lodging Actual Expense
 - 5) General
 - a) Remuneration and expenses for travel outside of the municipality shall be paid upon approval of the travel expense claim;
 - b) Other remuneration shall be paid by June 30th & December 24 in each year.
 - c) Out of town meetings, attendance authorized by Council - five (5) hours or more in time (including travel time) receive full per diem; less than five (5) hours receive half day per diem.
 - d) Meetings in Town, attendance authorized by Council - less than four (4) hours in time receive half of per diem.
- That Town staff and others approved by Council, be reimbursed as per authorized travel outside of the municipality, items 4) (d), (e) and (f).

Council to be paid in June and December.

CARRIED

2020-408 **5.2 2020 Election Official - Deputy Returning Officer**
 Councillor Lingenfelter
 Councillor Kornfeld

That Council shall permit Returning Officer Fritz to appoint Debra Aadland as the Deputy Returning Officer in the absence of Grace Potter in the 2020 Municipal Election, and that the remuneration for the Deputy Returning Officer shall be set at \$32.69/hour.

CARRIED

5.3 ICIP - Healthy Canada Communities Initiative

5.4 ICIP Project Update

5.5 RCMP Calls for Service - July and August 2020

2020-409 **5.6 2020 Culture Days Proclamation**
 Councillor Kornfeld
 Councillor Greenlay

That Council does hereby proclaim September 25 to October 25, 2020 as Culture Days in the Town of Shaunavon.

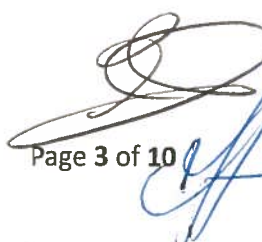
CARRIED

2020-410 **5.7 Columbarium Request**
 Councillor Kornfeld
 Councillor Lingenfelter

That Council shall grant the request of Joyce Bidaux and Richie Van Allen to place a non-degradable urn in the Columbarium. This is grandfathered as the ashes were placed in the urn prior to the Town of Shaunavon having a columbarium.

CARRIED

6 Committee Reports


 Page 3 of 10

- 6.1 Mayors Report**
No report.
- 6.2 Public Works Committee - Councillor Skjerven**
Councillor Skjerven presented a verbal report and the Director of Operations report.
- 2020-411 **6.2.1 Water Quality Report**
Councillor Greenlay
Councillor Skjerven
That Council shall file the Monthly Water Quality report for the month of August 2020, as presented.
CARRIED
- 6.3 Administration Committee - Councillor Bennett**
Councillor Bennett presented a verbal report and the draft September 15, 2020 Administration Committee meeting minutes.
- 2020-412 **6.3.1 FCM Grant Resolution**
Councillor Greenlay
Councillor Lingenfelter
That Council accepts the recommendation from the Administration committee to adopt the following resolution:

Be it resolved that the Town of Shaunavon directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Asset Management Level 2.6 project.

Be it therefore resolved that the Town of Shaunavon commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:
- Activity 1: Upgrade Data Management
 - Activity 2: Enable AMF-based Decision Making
 - Activity 3: Policy, People and Practice Improvements
- Be it further resolved that the Town of Shaunavon commits \$12,750.00 from its budget toward the costs of this initiative, subject to grant approval.
CARRIED
- 2020-413 **6.3.2 Courthouse Security**
Councillor Greenlay
Councillor Lingenfelter
That Council accepts the recommendation from the Administration committee to accept the July 9, 2020 quotation from Melhoff Electric for a wireless security system at the Town Hall.
CARRIED
- 2020-414 **6.3.3 Tax Discount/Penalty Bylaw**
Councillor Kornfeld
Councillor Skjerven
That Council accepts the recommendation from the Administration committee to amend the Tax Incentive and Penalties Bylaw to be reverted back to the 2008 schedule.
CARRIED

6.3.4 Cyber Insurance
Councillor Lingenfelter
Councillor Greenlay

That Council accepts the recommendation from the Administration committee to acquire the Beazley Breach Response- Canada cyber insurance policy that has \$250,000 in the policy aggregate limit of liability, as provided by SUMAssure.

CARRIED

6.3.4.1 Economic Development Committee - Councillor Greenlay

Councillor Greenlay presented a verbal report, along with the draft September 10, 2020 draft Economic Development Committee meeting minutes.

6.3.4.2 Southwest Waste Management - Councillor Bennett

No report.

6.4 Wellness and Leisure Committee - Councillor Kornfeld

Councillor Kornfeld presented a verbal report, along with the draft September 14, 2020 Wellness and Leisure meeting minutes, and the Director of Wellness and Leisure's report.

6.5 Grand Coteau Heritage and Cultural Centre - Councillor Thienes

Councillor Thienes presented a verbal report, along with the Director of Culture's report.

Councillor Skjerven left the regular meeting at 8:52 PM.

6.6 Chinook Local Library Board - Councillor Lingenfelter

Councillor Lingenfelter presented a verbal report.

Councillor Skjerven returned to the regular meeting at 8:55 PM.

6.7 Pine Cree Regional Park

No report.

6.8 SDFR/EMO - Councillor Bennett

No report.

Councillor Kornfeld left the regular meeting at 8:59 PM.

6.9 Southwest Municipal Government Committee (SWMGC) - Councillor Bennett

No report.

Councillor Kornfeld returned to the regular meeting at 9:01 PM.

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

Councillor Bennett presented a verbal report.

6.11 Swift Current Watershed Stewards

No report.

6.12 Splash Park - Councillor Bennett

Councillor Bennett presented a verbal report.

6.13 Council Attended Events

6.14 Acceptance of Committee Reports

Councillor Greenlay
Councillor Kornfeld

That Council accepts all committee reports as presented:

That Council accepts all committee reports as presented:

1. September 15, 2020 Administration Committee meeting minutes - DRAFT
2. September 14, 2020 Wellness and Leisure Committee meeting minutes - DRAFT
3. September 10, 2020 Economic Development Committee meeting minutes - DRAFT.

CARRIED

2020-417

- 7 Bylaws**
- 7.1 Bylaw 2020-10 Traffic Bylaw- Second Reading**
Councillor Kornfeld
Councillor Greenlay

That Council authorizes that Bylaw 2020-10– The Traffic Bylaw, be introduced and read a second time.

CARRIED

2020-418

- 7.2 Bylaw 2020-10 Traffic Bylaw- Third Reading**
Councillor Kornfeld
Councillor Greenlay

That Council authorizes that Bylaw 2020-10 - The Traffic Bylaw, be read the third and final time and be adopted.

CARRIED

2020-419

- 8 Correspondence**
- 8.1 Joyce Bidaux and Richie Van Allen (new business)**
- 8.2 Acceptance of Correspondence**
Councillor Greenlay
Councillor Lingenfelter

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

1. Joyce Bidaux and Richie Van Allen

CARRIED

2020-420

- 9 In-Camera**
Councillor Greenlay
Councillor Kornfeld

That Council meets in an In-Camera session at 9:15 PM.

CARRIED

CAO Fritz and Finance Clerk Illerbrun left the regular meeting at 9:15 PM.

Present: Chair Kyle Bennett; Councillors Mike Greenlay, Riley Kornfeld, Shawn Lingenfelter, and Tyson Skjerven.

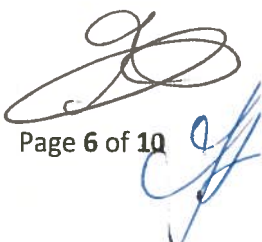
2020-421

- 9.1 In-Camera Concluded**
Councillor Kornfeld
Councillor Skjerven

That Council approves that the In-Camera session is concluded and the regular order of business be resumed at 9:23 PM.

CARRIED

Chief Administrative Officer Fritz and Finance Clerk Illerbrun returned to the regular meeting at 9:24 PM.



2020-422

10

Adjournment

Councillor Kornfeld

That Council now adjourns the meeting at 9:24 PM.

CARRIED

Date approved:

October 6, 2020

Grant Greenslade, Mayor

Tara Fritz, CAO