



ST. WALBURG

Town of St. Walburg Regular Council Meeting Minutes

Location: Town of St. Walburg Council Chambers

Date: July 14, 2022

Time: 6:00 p.m.

Meeting ID: N/A

Officials Present in Chambers:

Mayor Nancy Schneider
Deputy Mayor Jean Steinacher
Councillor Stuart Gammell
Councillor Kim Gardner
Councillor Dawn McKellar
Councillor Virginia Mowery

Regrets of Officials:

Councillor Clinton Parker

Personnel Present in Chambers:

Chief Administrative Officer Shiloh Bronken

The July 14, 2022, Regular Scheduled Council Meeting called to order by Mayor Nancy Schneider at 6:10 p.m. Quorum is present.

'As we meet as Council, we acknowledge we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our lands.'

Section 141 of *The Municipalities Act* - Conflict of Interest of Members of Council

AGENDA FOR JULY 14, 2022

2022 - 178	GAMMELL STEINACHER	The Mayor and Council approve the agenda of July 14, 2022.
		CARRIED

JUNE 22, 2022 REGULAR SCHEDULED COUNCIL MEETING MINUTES

2022 - 179	STEINACHER GARDNER	The Mayor and Council approve the June 22, 2022 Regular Scheduled Council Meeting Minutes as revised.
		CARRIED

Mayor Nancy Schneider

Chief Administrative Officer Shiloh Bronken

2022 COUNCIL APPOINTMENTS AND APPENDIX

2022 - 180 **MCKELLAR
STEINACHER** The Mayor and Council approve the 2022 Council Appointments and Appendix, as revised.

CARRIED

Councillor Virginia Mowery left the July 22, 2022 Regular Scheduled Council Meeting at 6:10 p.m. and returned to Council Chambers at 6:15 p.m.

JWS INSPECTION - CN STATION/CHUCKWAGON INTERPRETIVE CENTRE

2022 - 181 **GAMMELL
STEINACHER** The Mayor and Council acknowledge the JWS Inspection for the CN Station/Chuckwagon Interpretive Centre as received on July 12, 2022.

CARRIED

IN CAMERA CLOSED SESSION

2022 - 182 **MCKELLAR
STEINACHER** That the July 14, 2022 Regular Scheduled Council Meeting go to "In-Camera" Closed Session at 6:35 p.m. pursuant to *The Local Authority Freedom of Information of Privacy*, Section 21(b).

CARRIED

RESUME OPEN SESSION

2022 - 183 **MOWERY** The Mayor and Council resume Open Session of the July 14, 2022 Regular Scheduled Council Meeting at 6:50 p.m.

CARRIED

TOWN OF ST. WALBURG ACCOUNTS FOR PAYMENT - JULY 2022

2022 - 184 **GAMMELL
GARDNER** The Mayor and Council approve the Town of St. Walburg Accounts for Payment on July 14, 2022, being cheques #10694 to #10733 and Other payments #20220701-Man to #20220712-Man, totalling \$264,125.06 as attached.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION ACCOUNTS FOR PAYMENT - JULY 2022

2022 - 185 **GARDNER
GAMMELL** The Mayor and Council approve the St. Walburg and District Fire and Rescue Association Accounts for Payment on July 14, 2022, being cheques #372 to #373 and Other payments #20220701 to #20220706, totalling \$8,782.15 as attached.

CARRIED

OCCUPATIONAL HEALTH AND SAFETY OFFICER REPORT - JUNE 20, 2022

2022 - 186 **MOWERY
GAMMELL** The Mayor and Council acknowledge receipt of the Occupational Health and Safety Officer Report, dated June 20, 2022.

CARRIED

Councillor Kim Gardner left the July 14, 2022 Regular Scheduled Council Meeting at 7:12 p.m. and returned at 7:15 p.m.

DRONE USAGE WITHIN ST. WALBURG LIMITS

2022 – 187	MOWERY MCKELLAR	The Mayor and Council will permit the use of drone[s] flying within the Town of St. Walburg, following federal and provincial legislation and regulations	CARRIED
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ANNUAL FINANCIAL STATEMENT AND DRINKING WATER NOTICE TO GENERAL PUBLIC AND AFFECTED PARTIES

2022 – 188	STEINACHER GARDNER	The Mayor and Council support the Annual Financial Statement with Auditor's Report and Annual Drinking Water Notice for 2021 on the Town of St. Walburg website and Municipal Office.	CARRIED
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FINANCIAL SERVICES TENDER – RENEWAL WITH SYNERGY CREDIT UNION

2022 – 189	GAMMELL MOWERY	The Mayor and Council accept the Financial Services Tender Renewal as submitted on June 7, 2022 by Synergy Credit Union, with Option #2 for a three [3] year term.	CARRIED
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RURAL MUNICIPALITY OF BRITANNIA #502 – MUTUAL FIRE AID AGREEMENT

2022 – 190	MOWERY GAMMELL	The Mayor and Council support the signing of the Mutual Fire Aid Agreement between St. Walburg and District Fire and Rescue Association and the Rural Municipality of Britannia #502.	CARRIED
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Mayor Nancy Schneider called recess at 7:40 p.m.
Reconvene the July 14, 2022 Regular Scheduled Meeting at 8:00 p.m.

DELEGATION: ST. WALBURG MUSEUM EXECUTIVE BOARD MEMBERS

Welcomed David Swift – President, Susan Burgess – Vice-President, and Lillian McGowan – Secretary/Treasurer to the July 14, 2022 Regular Scheduled Council Meeting at 8:00 p.m.

Thanked the St. Walburg Museum Executive Board Members for attending the July 14, 2022 Regular Scheduled Council Meeting at 8:30 p.m.

SASKATCHEWAN LIQUOR AND GAMING AUTHORITY - APPLICATION

2022 – 191	GARDNER MOWERY	The Mayor and Council supports the issuance of a retail permit for cannabis retail operations as requested by Angie Marchtaler, A/Manager, Cannabis Licensing of the Saskatchewan Liquor and Gaming Authority.	CARRIED
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TIME OFF REQUEST – COMPASSIONATE LEAVE, DATED JUNE 17, 2022

2022 – 192	MCKELLAR GAMMELL	The Mayor and Council grant approval for Compassionate Leave as requested by Devlin Panko on June 17, 2022.	DEFEATED
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BROWNLEE LLP AND ASSOCIATES – HUMAN RESOURCES LEGAL SUPPORT

2022 – 193	STEINACHER MOWERY	The Mayor and Council engage Brownlee LLP and Associates for Human Resources Legal Support.	CARRIED
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GOVERNANCE AND PRIORITIES MEMO – JULY 2022

2022 – 194	GARDNER MCKELLAR	The Mayor and Council acknowledge the July 12, 2022 Governance and Priorities Memo as presented by Mayor Nancy Schneider.	CARRIED
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BYLAW 2022-05 TO CONTROL REFUSE AND WASTE CONTROL

2022 – 195	MOWERY GAMMELL	The Mayor and Council give second reading of Bylaw 2022-05 To Amend Bylaw No. 6-2012 being a bylaw to amend Bylaw 6-2012 to control refuse and waste control at the July 12, 2022 Regular Scheduled Council Meeting.	CARRIED
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BYLAW 2022-05 TO CONTROL REFUSE AND WASTE CONTROL

2022 – 196	GARDNER MCKELLAR	The Mayor and Council give third reading with adoption of Bylaw 2022-05 To Amend Bylaw No. 6-2012 being a bylaw to amend Bylaw 6-2012 to control refuse and waste control at the July 12, 2022 Regular Scheduled Council Meeting.	CARRIED
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BYLAW 2022-06 MAINTENANCE OF PROPERTY AND NUISANCE ABATEMENT

2022 – 197	STEINACHER MCKELLAR	The Mayor and Council give second reading of Bylaw 2022-06 Maintenance of Property and Nuisance Abatement being a bylaw to regulate the appropriate maintenance of property and the abatement of nuisances at the July 12, 2022 Regular Scheduled Council Meeting.	CARRIED
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BYLAW 2022-06 MAINTENANCE OF PROPERTY AND NUISANCE ABATEMENT

2022 – 198	GAMMELL STEINACHER	The Mayor and Council give third reading with adoption of Bylaw 2022-06 Maintenance of Property and Nuisance Abatement being a bylaw to regulate the appropriate maintenance of property and the abatement of nuisances at the July 12, 2022 Regular Scheduled Council Meeting.	CARRIED
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BYLAW 2022-07 RESPONSIBLE PET OWNERS

2022 - 199

**GARDNER
GAMMELL**

The Mayor and Council give second reading of Bylaw 2022-07 For Responsible Pet Owners being a bylaw to regulate registration, care, and control of pets at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-07 RESPONSIBLE PET OWNERS

2022 - 200

**MOWERY
MCKELLAR**

The Mayor and Council give third reading with adoption of Bylaw 2022-07 For Responsible Pet Owners being a bylaw to regulate registration, care, and control of pets at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-08 REPEAL PREVIOUS BYLAWS

2022 - 201

**MOWERY
STEINACHER**

The Mayor and Council give second reading of Bylaw 2022-08 To Repeal Previous Bylaws being a bylaw to repeal previous bylaws at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-08 REPEAL PREVIOUS BYLAWS

2022 - 202

**MOWERY
GAMMELL**

The Mayor and Council give third reading and adoption of Bylaw 2022-08 To Repeal Previous Bylaws being a bylaw to repeal previous bylaws at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-09 ST. WALBURG WEST SIDE PARK COMMITTEE

2022 - 203

**GAMMELL
MCKELLAR**

The Mayor and Council give first reading of Bylaw 2022-09 to Establish the St. Walburg West Side Park Committee being a bylaw to establish the St. Walburg West Side Park Committee at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-09 ST. WALBURG WEST SIDE PARK COMMITTEE

2022 - 204

**STEINACHER
GARDNER**

The Mayor and Council give second reading of Bylaw 2022-09 to Establish the St. Walburg West Side Park Committee being a bylaw to establish the St. Walburg West Side Park Committee at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-09 ST. WALBURG WEST SIDE PARK COMMITTEE

2022 - 205

**MCKELLAR
GARDNER**

The Mayor and Council give consideration of three readings of Bylaw 2022-09 to Establish the St. Walburg West Side Park Committee being a bylaw to establish the St. Walburg West Side Park Committee at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2022-09 ST. WALBURG WEST SIDE PARK COMMITTEE

2022 - 206

**GARDNER
GAMMELL**

The Mayor and Council give third reading and adoption of Bylaw 2022-09 To Establish the St. Walburg West Side Park Committee being a bylaw to establish the St. Walburg West Side Park Committee at the July 14, 2022 Regular Scheduled Council Meeting.

CARRIED

TOWN OF ST. WALBURG STATEMENT OF FINANCIAL ACTIVITIES AS OF JUNE 30, 2022

2022 - 207

**MOWERY
GAMMELL**

The Mayor and Council approve the Town of St. Walburg Statement of Financial Activities as of June 30, 2022 as attached.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION STATEMENT OF FINANCIAL ACTIVITIES AS OF JUNE 30, 2022

2022 - 208

**MCKELLAR
GARDNER**

The Mayor and Council approve the St. Walburg and District Fire and Rescue Association Statement of Financial Activities as of June 30, 2022 as attached.

CARRIED

FINANCE COMMITTEE MEMO

2022 - 209

**GARDNER
MCKELLAR**

The Mayor and Council acknowledge the Finance Committee Memo dated July 13, 2022 as presented by Chair Councillor Jean Steinacher.

CARRIED



POLICY 100-11.02.11 HARASSMENT POLICY

The Mayor and Council approve Policy 200-11.02.11 and SOP 200-11-02.11 as revised and presented on July 14, 2022; furthermore, that the following policies are rescinded in their entirety:

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|-------------------|------------------------------|---|
| 2022 – 210 | MOWERY
STEINACHER | <ul style="list-style-type: none">• Policy 200-11.02.11 Harassment Policy Definition [Resolution 2013-070];• Policy 200-11.02.11.01 Procedure for Concerns Policy [Resolution 2019-077];• Policy 200-11.02.11.02 Harassment Resolution and Corrective Action Policy [Resolution 2013-070];• Policy 200-11.02.11.03 Harassment Confidentiality Policy [Resolution 2013-070];• Policy 200-11.02.11.04 Harassment External Complaints Policy [Resolution 2013-070]; and• Policy 200-11.02.11.05 Harassment Zero Tolerance Policy [Resolution 2013-070]. |
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CARRIED

ANNUAL VACATION [200-11.02.04]

- | | | |
|-------------------|----------------------------|---|
| 2022 – 211 | MOWERY
MCKELLAR | <p>The Mayor and Council request all staff to take annual vacation within the designated time; no vacation time shall be paid out in lieu of time taken; furthermore, if vacations are not scheduled, Mayor and Council will assign as per the Employment Standards Act of Saskatchewan with four [4] weeks notice, as determined by Mayor and Council.</p> |
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CARRIED

TOTAL BANKED TIME [HOURS OF WORK 200-11.02.02]

- | | | |
|-------------------|------------------------------|---|
| 2022 – 212 | STEINACHER
MOWERY | <p>The Mayor and Council request all staff will accrue no more than ten [10] hours of total banked time, and any banked time is to be used in the subsequent month; if banked time is not scheduled to be used, Council will assign as per the Employment Standards Act of Saskatchewan with one [1] week notice, as determined by Mayor and Council.</p> |
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CARRIED

SICK LEAVE [200-11.02.05]

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|-------------------|-------------------------------|---|
| 2022 – 213 | STEINACHER
GAMMELL | <p>The Mayor and Council approve that employee[s] are allowed up to 12 days paid sick leave annually; furthermore, a medical note may be requested as determined by supervising manager and/or Council.</p> |
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CARRIED

RESCIND POLICY

2022 – 214

**MOWERY
STEINACHER**

The Mayor and Council rescind the following policies in their entirety:

- Policy 200-11.02.02 Hours of Work [Resolution 2013-070];
- Policy 200-11.02.04 Annual Vacation [Resolution 2013-070]; and
- Policy 200-11.02.05 Sick Leave [Resolution 2013-070]

CARRIED

HUMAN RESOURCES MEMO

2022 – 215

**GARDNER
STEINACHER**

The Mayor and Council acknowledge the July 11, 2022 Human Resources Memo as presented by Councillor Dawn McKellar.

CARRIED

STANDING COMMITTEE AGENDA AND MINUTES FOR JULY 2022

2022 – 216

**MCKELLAR
GAMMELL**

The Mayor and Council acknowledge and accept the agendas and minutes of the Standing Committees as follows:

- Finance Committee – July 13, 2022; and
- Governance and Priorities – July 12, 2022.

CARRIED

COMMITTEE REPORTS

2022 – 217

**STEINACHER
MOWERY**

The Mayor and Council acknowledge the Committee reports as follows:

- North Central Transportation Planning Committee;
- Heart of Treaty Six;
- North Saskatchewan River Municipal Health Holdings;
- St. Walburg and Area Senior Care Initiatives Inc.; and
- Tourism and Heritage Committee

CARRIED

WYWRA CONTRACT

2022 – 218

**MCKELLAR
GARDNER**

The Mayor and Council provide West Yellowhead Waste Resource Authority with notice of intention to withdraw from the current contract in December 2023 for recycling and waste collection.

CARRIED

NEXT REGULAR SCHEDULED MEETING AND ADJOURNMENT

2022 – 219

STEINACHER

The next Regular Scheduled Council Meeting is on September 22, 2022 at 5:30 p.m. in the Town of St. Walburg Council Chambers.

The July 14, 2022, Regular Scheduled Council Meeting adjourned at 10:00 p.m.

CARRIED



Minutes approved on September 22, 2022

Mayor Nancy Schneider

Chief Administrative Officer Shiloh Bronken