



ST. WALBURG

Town of St. Walburg Regular Council Meeting Minutes

Location: Town of St. Walburg Council Chambers

Date: October 26, 2022

Time: 6:00 p.m.

Meeting ID: 893 2518 8484

Officials Present in Chambers: Mayor Nancy Schneider
Deputy Mayor Jean Steinacher
Councillor Stuart Gammell
Councillor Kim Gardner
Councillor Dawn McKellar
Councillor Clinton Parker

Officials by Electronic Means: Councillor Virginia Mowery

Guest[s]: Ron McCullough, R. McCullough Management Consulting

Personnel Present in Chambers: Chief Administrative Officer Shiloh Bronken
Infrastructure Team Lead Lyle Knight

The October 26, 2022, Regular Scheduled Council Meeting called to order by Mayor Nancy Schneider at 6:05 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 OCTOBER 26, 2022

2022 - 271 **PARKER** The Mayor and Council approve the agenda of October 26,
STEINACHER 2022 with additions

CARRIED

 Mayor Nancy Schneider

 Chief Administrative Officer Shiloh Bronken

PURPLE THURSDAY PROCLAMATION

2022 - 271 **PARKER
GARDNER** The Mayor and Council acknowledge the Mayoral signing of the Purple Thursday on Thursday, October 20, 2022..

CARRIED

SEPTEMBER 22, 2022 REGULAR SCHEDULED COUNCIL MEETING MINUTES

2022 - 272 **STEINACHER
MOWERY** The Mayor and Council approve the September 22, 2022 Regular Scheduled Council Meeting Minutes as revised.

CARRIED

OCTOBER 6, 2022 SPECIAL COUNCIL MEETING MINUTES

2022 - 273 **GAMMELL
STEINACHER** The Mayor and Council approve the October 6, 2022 Special Council Meeting Minutes.

CARRIED

OCTOBER 14, 2022 SPECIAL COUNCIL MEETING MINUTES

2022 - 274 **PARKER
GARDNER** The Mayor and Council approve the October 14, 2022 Special Council Meeting Minutes.

CARRIED

TOWN OF ST. WALBURG ACCOUNTS FOR PAYMENT - OCTOBER 2022

2022 - 275 **STEINACHER
MCKELLAR** The Mayor and Council approve the Town of St. Walburg Accounts for Payment on October 26, 2022, being cheques #10822 to #10857 and Other payments #20221001-Man to #202201018-Man. totalling \$118,331.51 as attached.

CARRIED

CONTRACT LABOUR - GLEN LANTZ

2022 - 276 **PARKER
STEINACHER** The Mayor and Council accept a Casual Contract Labour rate of \$30.00 per hour, straight-time with Glen Lantz for 2022-2023.

CARRIED

CASUAL CONTRACT LABOUR - VENDOR LIST

2022 - 277 **GAMMELL
PARKER** The Mayor and Council request Administration to draft a vendor list in consultation with the Infrastructure Team Lead, for Mayor and Council consideration with respect to Public Works.

CARRIED

REMEMBRANCE DAY - ROYAL CANADIAN LEGION, NORTH STAR BRANCH #13

2022 - 278 **MCKELLAR
STEINACHER** The Mayor and Council approve Administration to support the Remembrance Day Ceremony with a \$30.00 donation to the Royal Canadian Legion, North Star Branch #13.

CARRIED

NORTHERN EMPIRE HOMES – BRIAN SPOONER

2022 – 279 **PARKER
STEINACHER** The Mayor and Council acknowledge the September 2, 2022 correspondence from Brian Spooner of Northern Empire Homes; furthermore, that the offer to purchase the lots back for the same purchase price is declined.

CARRIED

ACCESS COMMUNICATIONS – ADJACENT TO 117 3RD AVENUE EAST

2022 – 280 **GAMMELL
STEINACHER** The Mayor and Council approve the request from Access Communications received by email correspondence on October 4, 2022 to relocate existing power supply.

CARRIED

ACCESS COMMUNICATIONS – BACK ALLEY BY PIONEER CRESCENT

2022 – 281 **MOWERY
GAMMELL** The Mayor and Council approve the request from Access Communications received by email correspondence on October 13, 2022 to replace existing faulty cable.

CARRIED

HEART OF TREATY 6 – BUSINESS CIRCLE MEETING HOSTING

2022 – 282 **GARDNER
MOWERY** The Mayor and Council approve the Town of St. Walburg hosting the Heart of Treaty 6 Business Circle Meeting on November 16, 2022, with a nominal budget.

CARRIED

MAYOR NANCY SCHNEIDER CALLED A RECESS AT 6:55 P.M.

**RECONVENE THE OCTOBER 26, 2022 REGULAR SCHEDULED COUNCIL MEETING
AT 7:00 P.M.**

**WELCOMED GABRIELE TROTZUK OF THE VETERAN BANNERS TO THE OCTOBER 26, 2022
REGULAR SCHEDULED COUNCIL MEETING AT 7:00 P.M.**

**THANKED GABRIELE TROTZUK OF THE VETERAN BANNERS FOR BRINGING UPDATES ON
THE VETERAN BANNERS AT 7:20 P.M.**

INFRASTRUCTURE TEAM LEAD LYLE KNIGHT REPORT

2022 – 283 **PARKER
GAMMELL** The Mayor and Council accept with thanks, the verbal report as presented by Lyle Knight, Infrastructure Team Lead with highlights as follows:

- CN Lands Dimensions
- Storm Drainage: 3rd Avenue West
- Joint Lagoon Release has occurred; maintenance to be planned
- Gravel truck is back after 3 months; ready to go
- Robertsons Curbstop
- Cummins completed PM on generator; electrical issues

- Aquifer [Anderson Pumphouse] ITL requested contacts for C. F. Franklin to discuss the distribution pumps; temporary pump to be discussed
- Town Shop building maintenance: boiler, weather stripping
- Fire Truck is in storage at RJ Hoffmans for no charge
- Museum curbstomp to be dug out to shut off
- WTP Regular Turnarounds when snow flies

CARRIED

LOTS 20-21, BLOCK 1 – 6 MAIN STREET: LYNN ROSS [PIERSON]

2022 – 284

**MOWERY
MCKELLAR**

The Mayor and Council acknowledge the October 20, 2022 correspondence from Lynn Ross; furthermore, the offer to give Lots 20-21, Block 1 is accepted and Administration to complete the transfer.

CARRIED

2013 HEALTH FACILITY STUDY REQUEST – LLOYDMINSTER AND DISTRICT HEALTH ADVISORY COUNCIL

2022 – 285

**STEINACHER
PARKER**

The Mayor and Council support Lloydminster and District Health Advisory Committee formal request to commission renewal of 2013 Lloydminster Integrated Health Services and Facility Infrastructure Needs Assessment; furthermore, that Administration complete correspondence to support for Mayoral Signing.

CARRIED

2023 ANNUAL APPOINTMENTS – LEGAL

2022 – 287

**PARKER
GAMMELL**

The Mayor and Council acknowledge the conclusion of the Legal Request for Proposal with Gregory Law Services as of December 31, 2022; furthermore, going forward on a fee for service model.

CARRIED

2023 ANNUAL APPOINTMENTS – AUDITOR

2022 – 288

**MCKELLAR
GARDNER**

The Mayor and Council appoint Pinnacle Business Solutions as the Town of St. Walburg Auditor for the 2022 Fiscal Year.

CARRIED

HISTORIC LANDFILL SITE – 2022 ANNUAL ENVIRONMENTAL MONITORING REPORT

2022 – 289

**STEINACHER
GARDNER**

The Mayor and Council accept the 2022 Annual Environmental Monitoring Report for the St. Walburg Closed Landfill [NW 5-54-22 W3] as presented by Tetra Tech, dated October 17, 2022.

CARRIED

WEST SIDE PLAYGROUND COMMITTEE

2022 – 290

**STEINACHER
GAMMELL**

The Mayor and Council postpone discussion on the St. Walburg Grant Application submitted by the West Side

Playground Committee to the November 10, 2022
Governance and Priorities Committee.

CARRIED

TOWN OF ST. WALBURG GRANT APPLICATION – ST. WALBURG LIBRARY

2022 – 291 **PARKER
MOWERY** The Mayor and Council approve the Town of St. Walburg
Grant Application as submitted by the St. Walburg Library in
the amount of \$280.00, as the application fulfills the
requirements of the Sask Lotteries Grant.

CARRIED

TOWN OF ST. WALBURG GRANT APPLICATION – ST. WALBURG ALLIED ART COUNCIL

2022 – 292 **MCKELLAR
GAMMELL** The Mayor and Council approve the Town of St. Walburg
Grant Application as submitted by the St. Walburg Allied Art
Council in the amount of \$1,000.00, as the application fulfills
the requirements of the Sask Lotteries Grant.

CARRIED

TOWN OF ST. WALBURG GRANT – ST. WALBURG SENIORS

2022 – 293 **STEINACHER
MOWERY** The Mayor and Council approve the Town of St. Walburg
Grant Application as submitted by the St. Walburg Seniors in
the amount of \$800.00, as the application fulfills the
requirements of the Sask Lotteries Grant.

CARRIED

TOWN OF ST. WALBURG GRANT – COMMUNITIES IN BLOOM

2022 – 294 **PARKER
GAMMELL** The Mayor and Council approve the Town of St. Walburg
Grant Application as submitted by Communities in Bloom in
the amount of \$1,000.00, as the application fulfills the
requirements of the Sask Lotteries Grant.

CARRIED

WATER TREATMENT PLANT DAILY LOG – SEPTEMBER 2022

2022 – 295 **GAMMELL
GARDNER** The Mayor and Council acknowledge and accept with thanks,
the Water Treatment Plant Daily Log for September 2022 as
submitted by Infrastructure Team Lead Lyle Knight.

CARRIED

DRAFT ZONING BYLAW – CONSIDERATIONS

2022 – 296 **STEINACHER
GAMMELL** The Mayor and Council postponed discussion on the Draft
Zoning Bylaw to the November 10, 2022 Governance and
Priorities Meeting.

CARRIED

BYLAW 2019-03 – DEVELOPMENT PERMIT FEES

2022 - 297 **GARDNER
STEINACHER** The Mayor and Council postponed discussion on the Bylaw 2019-03 - Development Permit Fees to the November 10, 2022 Governance and Priorities Meeting.

CARRIED

ASSET MANAGEMENT AND CLIMATE STRATEGY - TERMS OF REFERENCE

2022 - 298 **STEINACHER
PARKER** The Mayor and Council approve the Terms of Reference for the Asset Management and Climate Strategy Standing Committee.

CARRIED

ICIP APPLICATION FUNDING - PINTER AND ASSOCIATES

2022 - 299 **PARKER
STEINACHER** The Mayor and Council engage with Pinter and Associates for a Feasibility Study for Road Surfacing, Develop Cost Estimate, and Support for the ICIP Funding Application, to be submitted no later than Noon, Tuesday, November 29, 2022, with a contract cost of \$12,365.00 plus applicable taxes.

CARRIED

ICIP APPLICATION ADDITIONAL FUNDING ALLOCATION

2022 - 300 **MOWERY
GAMMELL** The Mayor and Council approve additional funding allocation from the ISAVE General 404 account of \$80,000.00, for a total contribution towards ICIP Application Funding of \$180,000.00.

CARRIED

MAYOR NANCY SCHNEIDER CALLED A RECESS AT 8:50 P.M.

**RECONVENED THE OCTOBER 26, 2022 REGULAR SCHEDULED COUNCIL MEETING
AT 8:55 P.M.**

PUBLIC FORUM - CN STATION, JANUARY 12, 2023

2022 - 301 **MCKELLAR
GAMMELL** The Mayor and Council initiate a Public Forum on January 12, 2023 for a discussion of the CN Station, at the St. Walburg Parish Centre.

CARRIED

BYLAW, POLICY, AND PROCEDURES - TERMS OF REFERENCE


2022 - 302 **STEINACHER
MCKELLAR** The Mayor and Council approve the Terms of Reference for Bylaw, Policy, and Procedures Standing Committee.


CARRIED

TOWN OF ST. WALBURG STATEMENT OF FINANCIAL ACTIVITIES - SEPTEMBER 30, 2022

2022 - 303 **GAMMELL
MCKELLAR** The Mayor and Council acknowledge and accept the Town of St. Walburg Statement of Financial Activities as of September 30, 2022 as presented by the Chief Administrative Officer Shiloh Bronken

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 Mayor Nancy Schneider

 Chief Administrative Officer Shiloh Bronken

CARRIED

STANDING COMMITTEE[S] AGENDAS AND MINUTES FOR OCTOBER 2022

**2022 – 304 GARDNER
 MOWERY**

The Mayor and Council acknowledge and accept the agendas and minutes of the following Standing Committees for October 2022:

- Asset Management and Climate Strategy: October 17
- Bylaw, Policy, and Procedures: October 17
- Finance: October 19

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – FIRE ASSOCIATION ADMINISTRATOR – CONTRACT FOR SERVICES AGREEMENT

**2022 – 305 MOWERY
 STEINACHER**

The Mayor and Council support the St. Walburg and District Fire and Rescue Association Chairman and Vice Chairman executing the Contract for Services Agreement – Fire Association Administrator including the job description, effective October 15, 2022 with Shiloh Bronken.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – ADMINISTRATION – TRANSITION COSTS

**2022 – 306 GARDNER
 MCKELLAR**

The Mayor and Council support the St. Walburg and District Fire and Rescue Association Working Committee approving the Administrator for the costs to transition Administration to the St. Walburg and District Fire and Rescue Association Firehall, up to \$5,000.00 plus taxes.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – CREDIT CARD AUTHORIZATION

**2022 – 307 MCKELLAR
 STEINACHER**

The Mayor and Council support the St. Walburg and District Fire and Rescue Association Administrator to complete application for a credit card from Collabria with a \$5,000.00 limit.

CARRIED

ST. WALBURG AND DISTRICT RECREATION BOARD REQUEST

**2022 – 308 MOWERY
 STEINACHER**

The Mayor and Council postpone the St. Walburg and District Recreation Board correspondence to the November Finance Meeting for a review.


CARRIED


AREA, DIRECTOR, AND TOWN COMMITTEES

**2022 – 309 GARDNER
 PARKER**

The Mayor and Council acknowledge and accept the verbal reports of the Area, District, and Town Committees as of October 26, 2022 with thanks, as follows:

- Heart of Treaty 6: Councillor Kim Gardner
- Brightsand Lake Regional Park Authority: Councillor Clinton Parker
- North Central Transportation Planning Committee: Mayor Nancy Schneider

 Mayor Nancy Schneider

 Chief Administrative Officer Shiloh Bronken

- Area Transportation Planning Committee: Mayor Nancy Schneider
- St. Walburg and District Fire and Rescue Association
- Lloydminster and District Health Advisory Committee: Mayor Nancy Schneider
- North Saskatchewan River Municipal Health Holdings: Councillor Kim Gardner
- Tourism and Heritage Society: Councillors Stuart Gammell and Kim Gardner
- St. Walburg and District Recreation Board: Councillor Stuart Gammell

CARRIED

IN-CAMERA CLOSED SESSION PURSUANT TO LAFOIP SECTION 16(1)(a)

2022 - 310 **PARKER STEINACHER** That the October 26, 2022 Regular Council Meeting goes "In-Camera" Session at 10:01 p.m.

CARRIED

RESUME OPEN SESSION

2022 - 311 **STEINACHER** That the October 26, 2022 Regular Council Meeting resumes open Session at 10:02 p.m.

CARRIED

PARTY IN THE PASTURE - OCTOBER 25, 2022 CORRESPONDENCE

2022 - 312 **PARKER MCKELLAR** The Mayor and Council approve the request dated October 25, 2022 from Party in the Pasture Committee for a dugout to be created on the Ag Society Grounds within Town limits; furthermore, that the area be fenced for security purposes.

CARRIED

ST. WALBURG EAGLES - OCTOBER 25, 2022 CORRESPONDENCE

2022 - 313 **PARKER STEINACHER** The Mayor and Council approve the St. Walburg Senior Eagles request dated October 25, 2022 for operating Beer Gardens at St. Walburg Senior Eagles Home Games occurring from November 30, 2022 to April 1, 2023 that happen on Friday(s), Saturday(s), and Sunday(s).

CARRIED

CORRESPONDENCE AS OF OCTOBER 26, 2022

2022 - 314 **STEINACHER MOWERY** The Mayor and Council acknowledge and accept the correspondence as of October 26, 2022 as presented by Chief Administrative Officer Shiloh Bronken.

CARRIED

NEXT REGULAR SCHEDULED MEETING AND ADJOURNMENT

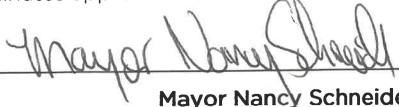
2022 - 315 **STEINACHER** The next Regular Scheduled Council Meeting is on November 23, 2022 at 6:00 p.m. in the Town of St. Walburg Council Chambers.

The October 26, 2022, Regular Scheduled Council Meeting
adjourned at 10:10 p.m.

CARRIED



Minutes approved on November 23, 2022



Mayor Nancy Schneider



Chief Administrative Officer Shiloh Bronken