



ST. WALBURG

Town of St. Walburg Regular Council Meeting Minutes

Location: Town of St. Walburg Council Chambers
Date: January 25, 2023
Time: 6:00 p.m.

Officials Present in Chambers: Mayor Nancy Schneider
Deputy Mayor Dawn McKellar
Councillor Stuart Gammell
Councillor Kim Gardner
Councillor Virginia Mowery
Councillor Clinton Parker [Joined at 7:20 p.m.]
Councillor Jean Steinacher

Personnel Present in Chambers: Chief Administrative Officer Shiloh Bronken

The January 25, 2023, 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 JANUARY 25, 2023

2023 - 001 **STEINACHER
GAMMELL** The Mayor and Council approve the agenda of January 25, 2023 as presented.

CARRIED

DECEMBER 15, 2022 REGULAR SCHEDULED COUNCIL MEETING MINUTES

2023 - 002 **MOWERY
GAMMELL** The Mayor and Council approve the December 15, 2022 Regular Schedule Council Meeting Minutes.

CARRIED

CASUAL RELIEF SUPPORT – TOWN OFFICE

2023 – 005

**STEINACHER
MCKELLAR**

The Mayor and Council approve the Chief Administrative Officer in coordination with the Human Resources Committee to seek Casual Support for the Town Office as required; furthermore, that the Casual Support position is compensated at \$15.00 per hour.

CARRIED

Mayor Nancy Schneider called a recess at 6:50 p.m.

Reconvened January 25, 2023 Regular Scheduled Council Meeting at 7:05 p.m.

Mayor and Council welcomed Staff Sargent Ken Burnouf and Corporal Chris Bezaire to the January 25, 2023 Regular Scheduled Council Meeting at 7:10 p.m.

Councillor Clinton Parker joined the January 25, 2023 Regular Scheduled Meeting at 7:20 p.m.

Mayor and Council thanked Staff Sargent Ken Burnouf and Corporal Chris Bezaire for providing updates at the January 25, 2023 Regular Scheduled Council Meeting, at 7:45 p.m.

Mayor Nancy Schneider called a recess at 7:45 p.m.

Reconvened January 25, 2023 Regular Scheduled Council Meeting at 7:55 p.m.

IN-CAMERA CLOSED SESSION PURSUANT TO LAFOIP SECTION 17(1)(d)

2023 – 006

**MOWERY
PARKER**

The January 25, 2023 Regular Scheduled Council Meeting goes to "In-Camera" Closed Session at 7:55 p.m.

CARRIED

RESUME OPEN SESSION

2023 – 007

MOWERY

The January 25, 2023 Regular Scheduled Council Meeting resumes Open Session at 8:35 p.m.

CARRIED

TOWN OF ST. WALBURG ACCOUNTS FOR PAYMENT – DECEMBER 31, 2022

2023 – 008

**STEINACHER
MCKELLAR**

The Mayor and Council approve the Town of St. Walburg Accounts for Payment as of December 31, 2022, being cheques #10942 to #10964 and Other payments #20221227-Man to #20221235-Man, totaling \$79,404.47 as attached.

CARRIED

TOWN OF ST. WALBURG ACCOUNTS FOR PAYMENT – JANUARY 25, 2023

2023 – 009

**MCKELLAR
GAMMELL**

The Mayor and Council approve the Town of St. Walburg Accounts for Payment as of January 25, 2023, being cheques #10965 to #10992 and Other payments #20230101-Man to #20230118-Man, totaling \$203,604.37 as attached.

CARRIED



Mayor Nancy Schneider



Chief Administrative Officer Shiloh Bronken

DECEMBER 2022 WATER TREATMENT PLANT DAILY LOG

2023 - 010 **MOWERY
GAMMELL** The Mayor and Council acknowledge and accept the December 2022 Water Treatment Plant Daily Log as presented by Infrastructure Team Lead Lyle Knight with thanks.

CARRIED

ICS 200 – TRAINING

2023 - 011 **MCKELLAR
STEINACHER** The Mayor and Council support Shiloh Bronken, Chief Administrative Officer in attending ICS 200 as a requirement of the job description, on February 18 and 19, 2023.

CARRIED

LOTS 20 & 21, BLOCK 01, PLAN X2346 – UNCOLLECTABLE AMOUNTS

2023 - 012 **MOWERY
PARKER** The Mayor and Council acknowledge and request Administration to identify Lots 20 & 21, Block 01, Plan X2346 has \$3,225.20 in outstanding arrears that is deemed "Uncollectable".

CARRIED

PURCHASING POLICY

2023 - 013 **MOWERY
PARKER** The Mayor and Council approve Policy 1000-05 Purchasing Policy effective January 1, 2023 and request Administration to update all relevant documentation and manuals.

CARRIED

S.G.I. PROVINCIAL TRAFFIC SAFETY FUND

2023 - 014 **PARKER
GAMMELL** The Mayor and Council support Administration in an application to the S.G.I. Provincial Traffic Safety Fund to enhance the public safety of the St. Walburg Community for the March 31, 2023 deadline.

CARRIED

STATEMENT OF FINANCIAL ACTIVITIES AS OF DECEMBER 31, 2022 - POSTPONED

2023 - 015 **STEINACHER
MOWERY** The Mayor and Council postpone the Statement of Financial Activities as of December 31, 2022 to the February 22, 2023.

CARRIED

ST. WALBURG AND COMMUNITY CULTURE AND RECREATION GRANT APPLICATION – TRANS CANADA TRAIL BRIDGE REPAIR

2023 - 016 The Mayor and Council approve the St. Walburg and Community Culture and Recreation Grant Application – Trans Canada Trail Bridge Repair in the amount of \$4,586.41.

CARRIED

Mayor Nancy Schneider called a recess at 9:10 p.m.
Reconvened January 25, 2023 Regular Scheduled Council Meeting at 9:20 p.m.

SUN COUNTRY HIGHWAY – OUTSTANDING ACCOUNTS RECEIVABLE

2023 – 017 **PARKER
MCKELLAR** The Mayor and Council acknowledge the outstanding accounts receivable for Sun Country Highway as presented by Shiloh Bronken, Chief Administrative Officer.

CARRIED

WOMEN OF INFLUENCE

2023 – 018 **PARKER
MOWERY** The Mayor and Council wish to recognize the efforts of Volunteers Bonnie Davis-Schmitz and Brenda Knight with the presentation of “Women of Influence”.

CARRIED

2023 COUNCIL APPOINTMENTS TO BOARDS, COMMITTEES, AND PROFESSIONAL SERVICES

2023 – 019 **MOWERY
PARKER** The Mayor and Council approve the 2023 Council Appointments to Boards, Committees, and Professional Services, as attached to the minutes of January 25, 2023.

CARRIED

2023 MUNICIPAL REVENUE SHARING DECLARATION

2023 – 020 **STEINACHER
GAMMELL** The Mayor and Council of the Town of St. Walburg confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant:

- Submission of the 2021 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2021 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required, and

That we authorize Shiloh Bronken, Chief Administrative Officer to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

CARRIED

BYLAW 2023-01 TOURISM AND HERITAGE SOCIETY – 1ST READING

2023 – 021 **GAMMELL
MOWERY** The Mayor and Council complete first reading of Bylaw 2023-01 Tourism and Heritage Society at the January 25, 2023 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2023-02 501 UTILITY AUTHORITY LAND LEASE INDENTURE – 1ST READING

**2023 – 022 STEINACHER
PARKER**

The Mayor and Council complete first reading of Bylaw 2023-02 to Enter into a Memorandum of Understanding to establish a Land Lease Indenture for 501 Utility Authority Inc. Assets at the January 25, 2023 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2023-02 501 UTILITY AUTHORITY LAND LEASE INDENTURE – 2ND READING

**2023 – 023 PARKER
MOWERY**

The Mayor and Council complete second reading of Bylaw 2023-02 to Enter into a Memorandum of Understanding to establish a Land Lease Indenture for 501 Utility Authority Inc. Assets at the January 25, 2023 Regular Scheduled Council Meeting.

CARRIED

CONSIDERATION FOR THREE READINGS OF BYLAW 2023-02 AT THE JANUARY 25, 2023 REGULAR SCHEDULED COUNCIL MEETING

**2023 – 024 MOWERY
STEINACHER**

The Mayor and Council support three readings of Bylaw 2023-02 501 Utility Authority Land Lease Indenture at the January 25, 2023 Regular Scheduled Council Meeting.

CARRIED

BYLAW 2023-02 501 UTILITY AUTHORITY LAND LEASE INDENTURE – 3RD READING

**2023 – 025 PARKER
GAMMELL**

The Mayor and Council complete third reading with adoption of Bylaw 2023-02 to Enter into a Memorandum of Understanding to establish a Land Lease Indenture for 501 Utility Authority Inc. Assets at the January 25, 2023 Regular Scheduled Council Meeting.

CARRIED

STANDING COMMITTEE[S] AGENDAS AND MINUTES FOR JANUARY 2023

**2023 – 026 MCKELLAR
GARDNER**

The Mayor and Council acknowledge for note and file the following Standing Committee Agendas and Minutes of January 2023 with thanks:

- Human Resources – January 10
- Governance and Priorities – January 11
- Bylaw, Policy, and Procedures – January 12
- Asset Management and Climate Resilience – January 12
- Finance – January 23.

CARRIED

ST. WALBURG AND DISTRICT FIRE AND RESCUE ASSOCIATION – EXHIBIT A

**2023 – 027 PARKER
MCKELLAR**

The Mayor and Council acknowledge the presentation of the St. Walburg and District Fire and Rescue Association Exhibit A; furthermore, that Administration to respond with the following recommendations:

- In agreement with the proposed Draft – January 16, 2023 document as presented.

CARRIED

ST. WALBURG AND DISTRICT RECREATION BOARD 2021 AUDITOR'S REPORT AND FINANCIAL STATEMENTS

2023 - 028

**PARKER
GAMMELL**

The Mayor and Council acknowledge the 2021 Auditor's Report and Financial Statements as prepared by Pinnacle Business Solutions for the St. Walburg and District Recreation Board, with thanks.

CARRIED

AREA, DIRECTOR, AND TOWN COMMITTEES

2023 - 029

**MOWERY
MCKELLAR**

The Mayor and Council acknowledge and accept the reports of the Area, District, and Town Committees as of January 25, 2023 with thanks, as follows:

- Brightsand Lake Regional Park Authority: Councillor Clinton Parker
- North Saskatchewan River Municipal Health Holdings: Councillor Kim Gardner
- St. Walburg and District Fire and Rescue Association - Councillor Stuart Gammell and Mayor Nancy Schneider
- St. Walburg and District Recreation Board: Councillor Stuart Gammell
- 501 Utility Authority Inc.

CARRIED

OVERTIME RATE COMPENSATION - INFRASTRUCTURE OPERATOR

2023 - 030

**PARKER
MCKELLAR**

The Mayor and Council approve the compensation of the Infrastructure Operator in overtime situations, as requested and approved by the Infrastructure Team Lead, at a rate of 1.5 times the regular rate.

CARRIED

SOLID WASTE MANAGEMENT CONTRACT NEGOTIATIONS

2023 - 031

**STEINACHER
GARDNER**

The Mayor and Council support Deputy Mayor Dawn McKellar and Councillor Virginia Mowery to engage with Protex Enviro. to discuss their contract terms of solid waste management for the Town of St. Walburg.

CARRIED

SUMASSURE 2023 AGM - VOTING DELEGATE

2023 - 032

**MOWERY
STEINACHER**

The Mayor and Council appoint Mayor Nancy Schneider as Voting Delegate for the Town of St. Walburg at the SUMAssure 2023 AGM on March 1, 2023.

CARRIED

CORRESPONDENCE AS OF JANUARY 25, 2023

2023 - 033

**GAMMELL
PARKER**

The Mayor and Council acknowledge and accept the correspondence as of January 25, 2023 as presented by Chief Administrative Officer Shiloh Bronken.

CARRIED



NEXT REGULAR SCHEDULED MEETING AND ADJOURNMENT

2023 - 034

STEINACHER

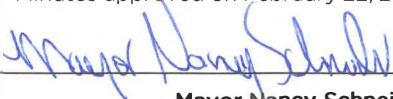
The next Regular Scheduled Council Meeting is on February 22, 2023 at 6:00 p.m. in the Town of St. Walburg Council Chambers.

The January 25, 2023 Regular Scheduled Council Meeting adjourned at 10:35 p.m.

CARRIED



Minutes approved on February 22, 2023


Mayor Nancy Schneider


Chief Administrative Officer Shiloh Bronken