



# ST. WALBURG

## Town of St. Walburg Regular Council Meeting Minutes

Location: Town of St. Walburg Council Chambers

Date: March 22, 2023

Time: 6:00 p.m.

Virtual: 821 0757 2699

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

Officials Present Virtually: Mayor Nancy Schneider  
Councillor Virginia Mowery

Regrets of Officials: Councillor Clinton Parker

Personnel Present in Chambers: Chief Administrative Officer Shiloh Bronken

Council Representatives: Don Nicholson, Finance Committee

Gallery: Claude Lalonde, Ratepayer

The March 22, 2023, Regular Scheduled Council Meeting called to order  
by Mayor Nancy Schneider at 6:00 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 MARCH 22, 2023


2023 - 055

STEINACHER  
GAMMELL

The Mayor and Council approve the agenda of March 22,  
2023 as presented.

CARRIED

 Mayor Nancy Schneider

 Chief Administrative Officer Shiloh Bronken

## FEBRUARY 22, 2023 REGULAR SCHEDULED COUNCIL MEETING MINUTES

2023 - 056      **GARDNER  
GAMMELL**      The Mayor and Council approve the February 22, 2023  
Regular Schedule Council Meeting Minutes.

**CARRIED**

### ACCESS COMMUNICATIONS REQUESTS

2023 - 057      **GARDNER  
GAMMELL**      The Mayor and Council approve the following service  
requests

**CARRIED**

Welcomed Delegation Clara Zeller to the March 22, 2023 Regular Scheduled Council Meeting at 6:20 p.m. as per correspondence request of March 13, 2023.

Mayor Nancy Schneider responded to Delegation Clara Zeller on the correspondence dated March 13, 2023.

Thanked Delegation Clara Zeller for attending the March 22, 2023 Regular Scheduled Council Meeting at 6:40 p.m.

Mayor Nancy Schneider called a recess at 6:45 p.m. of the March 22, 2023 Regular Scheduled Council Meeting.

Reconvened March 22, 2023 Regular Scheduled Council Meeting at 6:55 p.m.

### IN-CAMERA CLOSED SESSION PURSUANT TO LAFOIP SECTION 21(b)

2023 - 058      **MOWERY  
STEINACHER**      The March 22, 2023 Regular Scheduled Council Meeting goes  
to "In-Camera" Closed Session at 6:55 p.m.

**CARRIED**

### RESUME OPEN SESSION

2023 - 059      **MCKELLAR**      The March 22, 2023 Regular Scheduled Council Meeting  
resumes Open Session at 7:20 p.m.

**CARRIED**

### SUMMER STUDENT POSITION

2023 - 060      **GAMMELL  
STEINACHER**      The Mayor and Council offer full-time seasonal employment  
to Adam Jetzke for the 2023 Summer Student Position at a  
rate of \$19.00 per hour, beginning May 15, 2023 until August  
15, 2023.

**CARRIED**

### REQUEST FOR PROPOSAL - RECYCLING AND SOLID WASTE MANAGEMENT

2023 - 061      **MCKELLAR  
GARDNER**      The Mayor and Council request Administration to complete a  
Request for Proposal for Recycling and Solid Waste  
Management; furthermore, that the RFP be sent to legal prior  
to advertising.

**CARRIED**

#### EMERGENCY FIRE LANES

2023 - 062

**MOWERY  
STEINACHER**

The Mayor and Council request Administration to send letters to the Residents of St. Walburg in the monthly utility billings for removal of vehicle in back alleys to promote public safety.

CARRIED

#### EMPLOYEE CONTRACT DEVELOPMENT

2023 - 063

**GAMMELL  
MCKELLAR**

The Mayor and Council approve the Human Resources Committee to engage with Brownlee LLP for development of Employee Contracts.

CARRIED

#### FEBRUARY 2023 WATER TREATMENT PLANT DAILY LOG

2023 - 064

**GAMMELL  
GARDNER**

The Mayor and Council acknowledge and accept the February 2023 Water Treatment Plant Daily Log as presented by Infrastructure Team Lead Lyle Knight, with thanks.

CARRIED

#### INFRASTRUCTURE OPERATOR TRAINING - GAS CHLORINATION

2023 - 065

**MCKELLAR  
STEINACHER**

The Mayor and Council approve Evan Macnab to be registered for the Gas Chlorination Training April 26 & 27, 2023, at a cost of \$672.00 plus taxes; furthermore, including accommodations and meals.

CARRIED

#### INFRASTRUCTURE OPERATOR TRAINING - CLASS 1 WATER DISTRIBUTION AND CLASS 1 WATER TREATMENT

2023 - 066

**MCKELLAR  
MOWERY**

The Mayor and Council approve Evan Macnab to challenge the Class 1 Water Distribution and Class 1 Water Treatment exams on May 19, 2023, at a cost of \$500.00 plus taxes; furthermore, including accommodations and meals.

CARRIED

#### PROVINCIAL TESTING PROGRAM - RECRUITMENT OF SITES

2023 - 067

**STEINACHER  
MOWERY**

The Mayor and Council support the participation in a pilot program to monitor wastewater for substances of public health importance, with Saskatchewan Health Authority.

DEFEATED

#### SALE OF INFRASTRUCTURE EQUIPMENT - BUSH HOG

2023 - 068

**MCKELLAR  
STEINACHER**

The Mayor and Council approve the sale of the Bush Hog mower via auction.

CARRIED



#### **SASKATCHEWAN ASSESSMENT MANAGEMENT AGENCY – ANNUAL MEETING**

**2023 – 069**      **GAMMELL  
STEINACHER**      The Mayor and Council appoint Chief Administrative Officer, Shiloh Bronken to attend Saskatchewan Assessment Management Agency Annual Meeting as the Town of St. Walburg voting delegate on April 5, 2023 via Virtual Attendance.

**CARRIED**

#### **SASKATCHEWAN ECONOMIC DEVELOPMENT ALLIANCE – ANNUAL MEETING**

**2023 – 070**      **MCKELLAR  
MOWERY**      The Mayor and Council appoint Mayor Nancy Schneider to attend Saskatchewan Economic Development Alliance Annual Meeting as the Town of St. Walburg voting delegate on April 25, 2023 via Virtual Attendance.

**CARRIED**

#### **ST. WALBURG COMMUNITY RECREATION AND CULTURE GRANT – ST. WALBURG AND DISTRICT WILDLIFE FEDERATION**

**2023 – 071**      **GARDNER  
MCKELLAR**      The Mayor and Council approve the grant application of St. Walburg and District Wildlife Federation in the amount of \$2,126.96 for the 2023 St. Walburg and District Federation Banquet and Awards Ceremony, held on February 11, 2023.

**CARRIED**

#### **SUMMER STUDENT POSITION – EXTENSION OF OPPORTUNITY**

**2023 – 072**      **MOWERY  
MCKELLAR**      The Mayor and Council approve extension of the Employment Opportunity to April 28, 2023 at 12 Noon for the Summer Student Position.

**CARRIED**

#### **TOWN OF ST. WALBURG ACCOUNTS FOR PAYMENT – MARCH 22, 2023**

**2023 – 073**      **STEINACHER  
GAMMELL**      The Mayor and Council approve the Town of St. Walburg Accounts for Payment as of March 22, 2023, being cheques #11033 to #11075 and Other payments #202302017 Man to #20230228-Man. and #20230301-Man. To #20230321-Man. totaling \$8, as attached.

**CARRIED**

#### **WATER TREATMENT PLANT – WELL #4 AND #5 TIE-INS**

**2023 – 074**      **GAMMELL  
STEINACHER**      The Mayor and Council approve tie-in of Well #4 and #5 at a cost up to \$20,000.00 plus taxes; furthermore, that a funds transfer from the ISave 405 to the General Chequing is completed to cover the costs.

**CARRIED**

**PARCEL EXCHANGE – LOT 22, BLOCK 38, PLAN NO. 101902249**

**2023 – 075**

**GAMMELL  
MCKELLAR**

The Mayor and Council approve the parcel transfer of Lot 22, Block 38, Plan No. 101902249, known as 458 Pioneer Crescent, to Rose Arnold for Lot 12, Block 7, Plan No. 101715982, Ext. 24, known as 123 2<sup>nd</sup> Street East at no cost; furthermore, that Rose Arnold will be responsible for half [1/2] the fees required.

**CARRIED**

**2023 BUDGET**

**2023 – 076**

**STEINACHER  
MOWERY**

The Mayor and Council identify and acknowledge the discrepancy of the 2023 Budget Line-item GG-Contract-Audit [510-200-130] of \$11,700.00; furthermore, that it be acknowledged that the St. Walburg Tourism and Heritage Committee will be contributing funds to the Summer Student Grant, if successful.

**CARRIED**

**2023 COUNCIL APPOINTMENTS – UPDATES**

**2023 – 077**

**MOWERY  
GARDNER**

The Mayor and Council approve the 2023 Council Appointments to Boards, Committees, and Professional Services as presented and attached to the March 22, 2023 Regular Scheduled Council Meeting minutes.

**CARRIED**

**2022 FINANCIAL STATEMENT – PINNACLE BUSINESS SOLUTIONS**

**2023 – 076**

**MCKELLAR  
STEINACHER**

The Mayor and Council accept and approve the 2022 Financial Statement as presented by Pinnacle Business Solutions at the March 22, 2023 Regular Scheduled Council meeting.

**CARRIED**

**BYLAW 2023-03 SET BASE TAXES FOR LAND AND IMPROVEMENTS ON ALL TAXABLE ASSESSMENTS**

**2023 – 077**

**MOWERY  
STEINACHER**

The Mayor and Council complete first reading of Bylaw 2023-03 to Set Base Taxes for Land and Improvements on all Taxable Assessments at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**BYLAW 2023-03 SET BASE TAXES FOR LAND AND IMPROVEMENTS ON ALL TAXABLE ASSESSMENT**

**2023 – 078**

**MOWERY  
MCKELLAR**

The Mayor and Council complete second reading of Bylaw 2023-03 to Set Base Taxes for Land and Improvements on all Taxable Assessments at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**





**BYLAW 2023-04 PROVISION OF EXEMPTION FROM TAXATION FOR THE CURRENT YEAR**

**2023 - 079**      **MOWERY  
GARDNER**      The Mayor and Council complete first reading of Bylaw 2023-04 to provide for Exemption from Taxation for the Current Year at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**BYLAW 2023-04 PROVISION OF EXEMPTION FROM TAXATION FOR THE CURRENT YEAR**

**2023 - 080**      **MOWERY  
STEINACHER**      The Mayor and Council complete second reading of Bylaw 2023-04 to Provide for Exemption from Taxation for the Current Year at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**BYLAW 2023-05 PROVISION OF INCENTIVES AND PENALTIES RESPECTING CURRENT MUNICIPAL TAXES AND ARREARS OF TAXES**

**2023 - 081**      **MOWERY  
GAMMELL**      The Mayor and Council complete first reading of Bylaw 2023-05 to Provide Incentives and Penalties Respecting Current Municipal Taxes and Arrears of Taxes at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**BYLAW 2023-05 PROVISION OF INCENTIVES AND PENALTIES RESPECTING CURRENT MUNICIPAL TAXES AND ARREARS OF TAXES**

**2023 - 082**      **MOWERY  
STEINACHER**      The Mayor and Council complete second reading of Bylaw 2023-05 to Provide for Incentives and Penalties Respecting Current Municipal Taxes and Arrears of Taxes at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**BYLAW 2023-06 ESTABLISH MILL RATE FACTORS**

**2023 - 083**      **MOWERY  
GARDNER**      The Mayor and Council complete first reading of Bylaw 2023-06 to Establish Mill Rate Factors at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**BYLAW 2023-06 ESTABLISH MILL RATE FACTORS**

**2023 - 084**      **MOWERY  
GAMMELL**      The Mayor and Council complete second reading of Bylaw 2023-06 to Establish Mill Rate Factors at the March 22, 2023 Regular Scheduled Council Meeting.

**CARRIED**

**POLICY 1000-07 CONDOLENCE AND CONGRATULATORY POLICY**

**2023 - 085**      **MOWERY  
GAMMELL**      The Mayor and Council approve 1000-07 Condolence and Congratulatory Policy; furthermore, that all relevant documentation be added to the Town of St. Walburg Policy Manual.

**CARRIED**



## STANDING COMMITTEE[S] AGENDAS AND MINUTES FOR MARCH 2023

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

- 2023 - 086      MCKELLAR  
STEINACHER
- Asset Management and Climate Resilience - March 16
  - Bylaw, Policy, and Procedures Committee - March 9
  - Finance Committee - March 21
  - Governance and Priorities Committee - March 8
  - Human Resources Committee - March 9

CARRIED

## CORRESPONDENCE AS OF MARCH 22, 2023

- 2023 - 087      MOWERY  
GARDNER
- The Mayor and Council acknowledge and accept the correspondence as of March 22, 2023 as presented by Chief Administrative Officer Shiloh Bronken.

CARRIED

## NEXT REGULAR SCHEDULED MEETING AND ADJOURNMENT

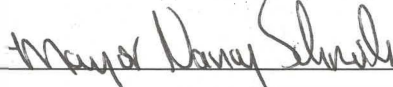
- 2023 - 088      GARDNER  
STEINACHER
- The next Regular Scheduled Council Meeting is on April 26, 2023 at 6:30 p.m. in the Town of St. Walburg Council Chambers.

The March 22, 2023 Regular Scheduled Council Meeting adjourned at 9:40 p.m.

CARRIED



Minutes approved on April 26, 2023

  
Mayor Nancy Schneider

  
Chief Administrative Officer Shiloh Bronken