

VILLAGE OF MUENSTER
MINUTES OF THE REGULAR MEETING OF COUNCIL HELD
WEDNESDAY, JULY 16, 2025

PRESENT: Mayor: Shauna Ilg
Councillors: Karl Senko
Benji Szautner
Kim Fetter
Shane Haeusler

Administrator: Jan Sylvestre
Foreman: Nick Vanderveen present 6:30 – 9:00 pm

Delegates: Frank Suek
Payge Newberry
Dave Hogemann

Res 2025-125

CALL TO ORDER:

Mayor Shauna Ilg called the meeting to order at 6:30 p.m.

Res 2025-126

AGENDA:

a) **Moved by:** Benji Szautner
Seconded by: Shane Haeusler
THAT the agenda, as amended, all in favour, be approved.

MOTION CARRIED

Res 2025-127

MINUTES:

a) **Moved by:** Benji Szautner
Seconded by: Kim Fetter
THAT the minutes of the **Public Hearing** regarding the OCP and ZB held on Wed June 18, 2025 at 6:00 pm, be approved.

MOTION CARRIED

b) **Moved by:** Benji Szautner
Seconded by: Kim Fetter
THAT the minutes of the **Regular Meeting** of Council held on Wed June 18, 2025 at 6:30 pm, be approved.

MOTION CARRIED

Res 2025-128

FINANCIAL REPORTS:

a) **Moved by:** Karl Senko
Seconded by: Benji Szautner
THAT the Statement of Financial Activities and Balance Sheet for the month of June, 2025 be approved as presented by the Administrator.

MOTION CARRIED

b) **Moved by:** Benji Szautner

Seconded by: Karl Senko

THAT the Accounts Payable, as per attached listing with the exception of **Catterall & Wright** and LCDBWA invoices, be approved for payment.

MOTION CARRIED

Res 2025-129

CORRESPONDENCE:

Moved by: Shauna Ilg

Seconded by: Kim Fetter

THAT the correspondence as per attached listing, having been reviewed, be accepted.

MOTION CARRIED

Res 2025-130

REPORTS:

Moved by: Benji Szautner

Seconded by: Karl Senko

THAT the following reports be received as information:

- Administrator Report – Jan Sylvestre
- Village Foreman Report – Nick Vanderveen

MOTION CARRIED

Res 2025-131

LOT CONSOLIDATION #315 MAIN STREET AND #317 MAIN STREET:

Moved by: Shane Haeusler

Seconded by: Shauna Ilg

THAT the Village of Muenster hereby consents to and approves the application for consolidation of the following parcels:

Blk/Par E-Plan 101732891 Ext 3

Blk/Par C-Plan 101732879 Ext 1

be accepted.

MOTION CARRIED

Res 2025-132

TOPSOIL AND GROUND DUMPING :

Moved by: Shane Haeusler

Seconded by: Shauna Ilg

THAT the Village of Muenster does NOT allow for any personal or commercially excavated ground materials or dirt to be hauled to nor dumped in the open space North of Phillips Bay, be accepted.

MOTION CARRIED

Res 2025-133

LOT #104 AND #105 RAILWAY STREET:

Moved by: Karl Senko

Seconded by: Shauna Ilg

- THAT the Village of Muenster request the placement of an utility easement on title for Lots #104 Railway Street and #105 Railway Street to ensure that the surface water drainage ditch is open and efficiently removing surface water from the area.
- THAT the Village of Muenster requires the owners of Lot #104 and #105 Railway Street to reclaim the excavated groundwork on the lots to its original elevations to continue surface water drainage flow through this area, be accepted.

MOTION CARRIED

8:15 pm **Declaration of Conflict of Interest made by Jan Sylvestre. The nature of conflict declared being potential personal and familial financial gain regarding the decision of council to consider cost of sidewalk replacement in front of Muenster Powder Coating. Jan Sylvestre's family owns and operates this business and paid for the sidewalk replacement in front of their storefront. Jan left the chambers at 8:15 pm and was not part of the discussions regarding the decision by council.**

8:20 pm

******Jan Sylvestre returned to chambers.**

Res 2025-134

REQUEST FOR REIMBURSEMENT OF SIDEWALK REPLACEMENT :

Moved by: Shane Haeusler

Seconded by: Shauna Ilg

THAT the Village of Muenster NOT reimburse Muenster Powder Coating for costs associated with sidewalk replacement completed in July 2025 , be accepted.

MOTION CARRIED

Res 2025-135

LAGOON IMPROVEMENT RESERVE

Moved by: Karl Senko

Seconded by: Shane Haeusler

THAT the Village of Muenster adopt a policy that "4% of sewer expenses be allocated annually towards a lagoon improvement reserve to be used for future lagoon improvements", be accepted.

MOTION CARRIED

Res 2025-136

MUNICODE BUILDING INSPECTOR LIST

Moved by: Shane Haeusler

Seconded by: Shauna Ilg

That the Village of Muenster appoint the following list of individuals including:

Clayton Meier – BOL332

Ryan Thiessen – BOL555

Shenah Cartier - BOL622

Clint Vargo – BOL798

Kelsey Rebryna – BOL 818

Matthew Stepp – BOL807

Amanda Kaufmann – BOL405

of MuniCode Services Ltd.

as the building official by the council of the Village of Muenster, be accepted.

MOTION CARRIED

Res 2025-137

BYLAW NO. 6/2025 – DEBENTURE CHIP AND SEAL ROADS

a)Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT Bylaw No. 6/2025 – A Bylaw which provides for a debenture to be taken out for chip and sealing the surface of roadways in Muenster, be read for the first time and adopted.

MOTION CARRIED

b)Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT Bylaw No. 6/2025 – A Bylaw which provides for a debenture to be taken out for chip and sealing the surface of roadways in Muenster, be read for the second time and adopted.

MOTION CARRIED

c)Moved by: Kim Fetter

Seconded by: Karl Senko

THAT Bylaw No. 6/2025 – A Bylaw which provides for a debenture to be taken out for chip and sealing the surface of roadways in Muenster, be given three readings at this meeting.

MOTION CARRIED UNANIMOUSLY

d)Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT Bylaw No. 6/2025 – A Bylaw which provides for a debenture to be taken out for chip and sealing the surface of roadways in Muenster, be read for the third time and adopted.

MOTION CARRIED

Res 2025-138

BYLAW NO. 9/2025 – EMERGENCY MANAGEMENT ORGANIZATION

a)Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT Bylaw No. 9/2025 – A Bylaw to provide for the establishment of an emergency management organization, be read for the first time and adopted.

MOTION CARRIED

b)Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT Bylaw No. 9/2025 – A Bylaw to provide for the establishment of an emergency management organization, be read for the second time and adopted.

MOTION CARRIED

c)Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT Bylaw No. 9/2025 – A Bylaw to provide for the establishment of an emergency management organization, be given three readings at this meeting.

MOTION CARRIED UNANIMOUSLY

d)Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT Bylaw No. 9/2025 – A Bylaw to provide for the establishment of an emergency management organization, be read for the third time and adopted

MOTION CARRIED

Res 2025-139

BYLAW NO. 10/2025 – HUMBOLDT EMERGENCY PLANNING DISTRICT BYLAW - HEPD

a)Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT Bylaw No. 10/2025 – A Bylaw to authorize Muenster to join the Humboldt Emergency Planning District Committee (HEPDC), be read for the first time and adopted.

MOTION CARRIED

b)Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT Bylaw No. 10/2025 – A Bylaw to authorize Muenster to join the Humboldt Emergency Planning District Committee (HEPDC), be read for the second time and adopted.

MOTION CARRIED

c)Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT Bylaw No. 10/2025 – A Bylaw to authorize Muenster to join the Humboldt Emergency Planning District Committee (HEPDC), be given three readings at this meeting.

MOTION CARRIED UNANIMOUSLY

d)Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT Bylaw No. 10/2025 – A Bylaw to authorize Muenster to join the Humboldt Emergency Planning District Committee (HEPDC), be read for the third time and adopted.

MOTION CARRIED

Res 2025-140

#110 RAILWAY STREET DEVELOPMENT PERMIT :

Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT the Village of Muenster conditionally approve the application for development for #110 Railway Street with adjusted terms including the following;

- initial construction of a 6' tall chain link fence with privacy strips or its equivalent for privacy. Privacy strips to be installed by June 1, 2026. If fence and privacy strips are not installed by June 1, 2026 a \$1000.00 fee will be issued. Every month going forward after June 2026 another \$100.00 fee will be issued until the fence and privacy strips are completed.

- Barbed wire may be installed around top perimeter of fence.

- Gate installed must be NO higher than 8'.

- a standing order of compliance with the Nuisance Bylaw to maintain grass/weeds within parcel and fence exterior is in effect.

- abide by the CN right of way requirements to keep free and clear 13m from the center line of the railroad to the rear property line, be accepted.

MOTION CARRIED

Res 2025-141

COMMERCIAL PROPERTY ADJACENT TO RAIL LINES POLICY

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster, confirm that typical commercial property setbacks are:

- Front 0m

- Rear 0m

- Side 5 m

That commercial properties developed within the 100, 200, 300 blocks of Railway Street can be built with rear setbacks of 0 m from the property line as long as non sensitive uses (as explained in the CN Proximity guidelines) are the intended land use of the parcel, be accepted.

MOTION CARRIED

Res 2025-142

ANNUAL MILL RATE RETURN FILED

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster acknowledge that the 2025 mill rate return has been filed as required, be accepted.

MOTION CARRIED

Res 2025-143

CONSIDERATION OF COMMERCIAL LOT SUBDIVISION

Moved by: Kim Fetter

Seconded by: Benji Szautner

THAT the Village of Muenster consider subdivision of Railway Street 200 block parcel to allow for more available commercial property pending a deposit from commercial interests.

Subdivided lot sizes can be set to suit interested party and lot price would be based on land rate of \$267.00 per linear foot of frontage, be accepted.

MOTION CARRIED

Res2025- 144

SALE AGREEMENT POLICY – TIMELINES TO BUILD AMENDMENT

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster adopt additions to the existing property sale agreement form to include terms of agreement for a construction timeline to include:

- If no building permit is obtained within 12 months of the purchase date a \$3000.00 fee will be imposed annually until the building permit is approved

AND

- If no occupancy permit is obtained within 24 months of the purchase date a \$3000.00 fee will be charged annually until occupancy permit is in effect, be adopted.

MOTION CARRIED

Res2025- 145

TRAFFIC SAFETY COMMITTEE

Moved by: Karl Senko

Seconded by: Kim Fetter

THAT the Village of Muenster host a traffic safety subcommittee meeting on July 22, 2025 at the village office to discuss speeds, pedestrian safety and road maintenance in Muenster, be adopted.

MOTION CARRIED

Res2025- 146

ARENA INFRASTRUCTURE PROGRAM

Moved by: Shauna Ilg

Seconded by: Kim Fetter

THAT the Village of Muenster allow the administrator to apply to the Arena Infrastructure Program, be adopted.

MOTION CARRIED

Res2025- 147

ST GREGOR STORE – CANADA POST DONATION

Moved by: Shauna Ilg

Seconded by: Kim Fetter

THAT the Village of Muenster issue a donation of \$5040.00 towards the St. Gregor Store for assistance towards operating the postal outlet in Muenster, be accepted.

MOTION CARRIED

Res2025- 148

RAIL SAFETY WEEK

It is proposed by Councillor Kim Fetter

seconded by Councillor Shane Haeusler

WHEREAS *Rail Safety Week* is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 15 to 21, 2025.

MOTION CARRIED

Res2025- 149

ADJOURNMENT

Moved by: Karl Senko

Seconded by: Kim Fetter

THAT this meeting now adjourn at 10:25 pm.

MOTION CARRIED

MAYOR – SHAUNA ILG

ADMINISTRATOR – JAN SYLVESTRE