

**VILLAGE OF MUENSTER**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD**  
**WEDNESDAY, AUG 20 , 2025**

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

Administrator: Jan Sylvestre  
Foreman: Nick Vanderveen present 6:30 – 8:00 pm

**Res 2025-164**

**CALL TO ORDER:**

Mayor Shauna Ilg called the meeting to order at \_6:30 p.m.

**Res 2025-165**

**AGENDA:**

a) **Moved by:** Kim Fetter  
**Seconded by:** Karl Senko  
THAT the agenda, as amended, all in favour, be approved.

**MOTION CARRIED**

**Res 2025-166**

**MINUTES:**

a) **Moved by:** Karl Senko  
**Seconded by:** Kim Fetter  
THAT the minutes of the **Special Meeting of Council** regarding traffic safety and moving dirt piles held on Thurs July 31, 2025 at 6:00 pm, be approved.

**MOTION CARRIED**

b) **Moved by:** Karl Senko  
**Seconded by:** Kim Fetter  
THAT the minutes of the **Regular Meeting** of Council held on Wed July 16, 2025 at 6:30 pm, be approved.

**MOTION CARRIED**

**Res 2025-167**

**FINANCIAL REPORTS:**

a) **Moved by:** Karl Senko  
**Seconded by:** Shauna Ilg  
THAT the Statement of Financial Activities and Balance Sheet for the month of July, 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 LCDBWA invoices and part of Loehr's invoice, be approved for payment including **Catterall & Wright, Meterco, 3D Design Ltd. outstanding invoice to date.**

**MOTION CARRIED**

**Res 2025-168**

**CORRESPONDENCE:**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

THAT the correspondence as per attached listing and memo from Crosby Hanna regarding Sask Provincial Interests update, having been reviewed, be accepted.

**MOTION CARRIED**

**Res 2025-169**

**REPORTS:**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

THAT the following reports be received as information:

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

**MOTION CARRIED**

**Res 2025-070**

**BYLAW NO. 8/2025 – ANIMAL CONTROL BYLAW**

**a)Moved by:** Kim Fetter

**Seconded by:** Karl Senko

THAT Bylaw No. 8/2025 – A Bylaw to license and regulate licensing of pets, cats and dogs and the running at large of animals, be read for the first time.

**MOTION CARRIED**

**b)Moved by:** Shauna Ilg

**Seconded by:** Benji Szautner

THAT Bylaw No. 8/2025 – A Bylaw to license and regulate licensing of pets, cats and dogs and the running at large of animals, be read for the second time.

**MOTION CARRIED**

**c)Moved by:** Karl Senko

**Seconded by:** Kim Fetter

THAT Bylaw No. 8/2025 – A Bylaw to license and regulate licensing of pets, cats and dogs and the running at large of animals, be given three readings at this meeting.

**MOTION CARRIED UNANIMOUSLY**

**d)Moved by:** Benji Szautner

**Seconded by:** Kim Fetter

THAT Bylaw No. 8/2025 – A Bylaw to license and regulate licensing of pets, cats and dogs and the running at large of animals, be read for the third time and adopted.

**MOTION CARRIED**

**Res 2025-071**

**APPOINTMENT OF LICENSED PESTICIDE APPLICATOR:**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster hereby appoints Nick Vanderveen, as a licensed pesticide

applicator under license # A-003735 effective July 11, 2025 to July 11, 2026,  
be accepted.

**MOTION CARRIED**

**Res 2025-172**

**UMAAS FALL WORKSHOP :**

**Moved by:** Benji Szautner

**Seconded by:** Shauna Ilg

THAT the Village of Muenster send the Chief Administrative Officer to the Fall Umaas Workshop, be accepted.

**MOTION CARRIED**

**Res 2025-173**

**SEWER CAPACITY INCIDENT AND BILLING:**

**Moved by:** Kim Fetter

**Seconded by:** Benji Szautner

THAT the Village of Muenster invoice the Muenster Childcare Cooperative for costs incurred on Saturday August 9, 2025 related to contraventions to the Sump Bylaw #3/2012 at #104 and #105 Railway Street - where sumps were directing surface drainage directly to the municipal sewer line, be it noted that no fines are added to the invoice as allowable under the bylaw terms, however costs incurred only are to be invoiced, be accepted.

**MOTION CARRIED**

**9:16 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 infront of Muenster Powder Coating. Jan Sylvestre's family owns and operates this business that paid for the sidewalk replacement infront of their storefront. Jan left the chambers at 9:16 pm and was not part of the discussions nor the decision by council.**

**9:43 pm \*\*\*\*\*Jan Sylvestre returned to chambers.**

**Res 2025-174**

**FEE SCHEDULE FOR DEVELOPMENT PERMITS AND BUILDING PERMITS**

**Moved by:** Karl Senko

**Seconded by:** Benji Szautner

THAT the Village of Muenster adopt a policy that the following fees policy be adopted to come into effect Sept 18, 2025:

|                                                |                                                                                                                                                                                                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Development Permit Application</a> | - Permitted Use Development Permit Fee \$50.00,<br>- Discretionary Use Development Permit Fee \$100.00                                                                                                           |
| <a href="#">Building Permit Application</a>    | - Residential Permit Fee \$50 + Municode Services Plan Review & Inspection Fees (based on value of construction),<br>-Commercial Building Permit Fee \$100.00 + Municode Services Plan Review & Inspection Fees. |
| <a href="#">Demolition/Move Permit</a>         | - Application Fee \$25.00                                                                                                                                                                                        |
| Minor Variance Application                     | Application Fee \$25.00                                                                                                                                                                                          |
| <a href="#">Development Appeal Application</a> | Fees Vary by Application                                                                                                                                                                                         |

be accepted.

**MOTION CARRIED**

**Res 2025-175**

**COMMUNITY MEETING SEPT 9, 2025**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

That the Village of Muenster put forth the agenda for the scheduled Sept 9, 2025 Public Community Meeting to include topics not limited to the following:

Taxation, Strategic Planning, Future Developments, Community Feedback discussion session, Grants, Financial policies, etc., be accepted.

**MOTION CARRIED**

**Res2025- 176**

**PUBLIC HEARING SCHEDULED FOR SEPT 17, 2025 REGARDING OFFICIAL  
COMMUNITY PLAN**

**Moved by:** Benji Szautner

**Seconded by:** Karl Senko

THAT the Village of Muenster schedule a public hearing on Sept 17, 2025 as per the Public Notice requirements regarding changes to our Official Community Plan to accommodate slight additions regarding changes to the Statement of Provincial Interests, be adopted.

**MOTION CARRIED**

**Res2025- 177**

**LETTER TO LAND OWNERS ADJACENT TO MUENSTER**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

THAT the Village of Muenster direct the administrator to initiate correspondence with land owners adjacent to Muenster regarding future population growth and development, be accepted.

**MOTION CARRIED**

**Res2025- 178**

**ADJOURNMENT**

**Moved by:** Karl Senko

**Seconded by:** Kim Fetter

THAT this meeting now adjourn at 10:00 pm.

**MOTION CARRIED**

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MAYOR – SHAUNA ILG

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ADMINISTRATOR – JAN SYLVESTRE

**Acct Payable Cheques Payable**

|         |            |                               |           |          |
|---------|------------|-------------------------------|-----------|----------|
| Ch 9861 | 2025-07-21 | Tower, Jason                  | 31.45     | Final Bi |
| Ch 9862 | 2025-07-31 | Jason Blechinger              | 315.00    | Water S  |
| Ch 9863 | 2025-07-31 | Alice Gaspar                  | 308.63    | Suma l   |
| Ch 9864 | 2025-07-31 | Maier, Bennett                | 2,051.07  | Labour   |
| Ch 9865 | 2025-07-31 | Jan Sylvestre                 | 4,649.03  | Hourly   |
| Ch 9866 | 2025-07-31 | Newberry, Payge               | 2,091.05  | Hourly   |
| Ch 9867 | 2025-07-31 | Vanderveen, Nick              | 4,335.90  | Salary   |
| Ch 9868 | 2025-07-31 | Shauna Ilg                    | 487.60    | Mayor    |
| Ch 9869 | 2025-07-31 | Korte, Glenn                  | 122.50    | Water S  |
| Ch 9870 | 2025-07-30 | Sylvestre, Glenn Richard      | 79.12     | UT Dep   |
| Ch 9871 | 2025-08-21 | 3-D Drafting & Design Inc.    | 945.00    | Build. E |
| Ch 9872 | 2025-08-21 | Catterall & Wright            | 23,015.90 | Range    |
| Ch 9873 | 2025-08-21 | CCASK Construction Code Aut   | 756.00    | BOS P    |
| Ch 9874 | 2025-08-21 | Humboldt Home Hardware        | 91.83     | Towel l  |
| Ch 9875 | 2025-08-21 | Information Services Corp.    | 126.00    | Suek V   |
| Ch 9876 | 2025-08-21 | K.M.K. Sales Ltd.             | 252.41    | Mower    |
| Ch 9877 | 2025-08-21 | Loehr's Farms                 | 102.20    | Nuisan   |
| Ch 9878 | 2025-08-21 | Metercor Inc.                 | 41,762.60 | Water l  |
| Ch 9879 | 2025-08-21 | Purolator Inc.                | 31.16     | Shipme   |
| Ch 9880 | 2025-08-21 | Saskatchewan Municipal Board  | 1,605.00  | Formal   |
| Ch 9881 | 2025-08-21 | VOID - Cheque Printing        | 0.00      |          |
| Ch 9882 | 2025-08-21 | VOID - Cheque Printing        | 0.00      |          |
| Ch 9883 | 2025-08-21 | VOID - Cheque Printing        | 0.00      |          |
| Ch 9884 | 2025-08-21 | VOID - Cheque Printing        | 0.00      |          |
| Ch 9885 | 2025-08-21 | Minister of Finance           | 24,410.65 | RCMP     |
| Ch 9886 | 2025-08-21 | VOID - Cheque Confirmation    | 0.00      |          |
| Ch 9887 | 2025-08-21 | Weber & Gasper                | 252.38    | Legal A  |
| Ch 9888 | 2025-08-21 | VOID - Cheque Confirmation    | 0.00      |          |
| Ch 9889 | 2025-08-21 | Saskatchewan Safety Council   | 110.00    | Annual   |
| Ch 9890 | 2025-08-21 | Traffic Logix                 | 1,050.00  | (2) Yea  |
| Ch 9891 | 2025-08-22 | SaskWater                     | 11,158.55 | SaskW    |
| Ch 9892 | 2025-08-22 | VOID - Cheque Printing        | 0.00      |          |
| Ch 9893 | 2025-08-22 | Kirsch Construction           | 26,304.76 | Microse  |
| Ch 9894 | 2025-08-22 | Saskatchewan Health Authority | 218.75    | Weekly   |
| Ch 9895 | 2025-08-22 | Saskatchewan Research Council | 354.90    | (1) Hal  |
| Ch 9896 | 2025-08-29 | Jason Blechinger              | 490.00    | Water S  |
| Ch 9897 | 2025-08-29 | Maier, Bennett                | 1,749.68  | Labour   |
| Ch 9898 | 2025-08-29 | Jan Sylvestre                 | 3,498.18  | Hourly   |
| Ch 9899 | 2025-08-29 | Newberry, Payge               | 2,183.35  | Hourly   |
| Ch 9900 | 2025-08-29 | Vanderveen, Nick              | 4,335.90  | Salary   |
| Ch 9901 | 2025-08-29 | Shauna Ilg                    | 487.60    | Mayor    |
| Ch 9902 | 2025-08-29 | S.U.M.A.                      | 1,015.67  | Benefit  |
| Ch 9903 | 2025-08-28 | Waldner, Jason                | 50.34     | Reimbi   |

**Acct Payable Online Banking Payments**

|             |            |                               |          |        |
|-------------|------------|-------------------------------|----------|--------|
| OB 2025-063 | 2025-07-28 | M.E.P.P.                      | 3,226.68 | Pens   |
| OB 2025-064 | 2025-07-28 | Receiver General              | 6,731.75 | Staff  |
| OB 2025-065 | 2025-07-28 | S.U.M.A.                      | 62.99    | Bene   |
| OB 2025-066 | 2025-08-12 | Humboldt Co-operative Associa | 462.05   | Gas,   |
| OB 2025-067 | 2025-08-12 | REV - Kirsch Construction     | 0.00     |        |
| OB 2025-068 | 2025-08-12 | Newberry, Payge               | 25.30    | Mile   |
| OB 2025-069 | 2025-08-12 | Office Experts                | 439.52   | Pron   |
| OB 2025-070 | 2025-08-12 | REACT Waste Management Dis    | 2,202.28 | REA    |
| OB 2025-071 | 2025-08-12 | S&R Vac Services              | 1,666.88 | Eme    |
| OB 2025-072 | 2025-08-12 | Success Office Systems        | 64.67    | Cont   |
| OB 2025-073 | 2025-08-12 | Vanderveen, Nick              | 1,383.12 | Spra   |
| OB 2025-074 | 2025-08-12 | SaskTel                       | 72.67    | Phor   |
| OB 2025-075 | 2025-08-15 | SaskEnergy                    | 171.28   | WTP    |
| OB 2025-076 | 2025-08-15 | SaskPower                     | 499.38   | librar |
| OB 2025-077 | 2025-08-29 | M.E.P.P.                      | 2,846.52 | Pens   |
| OB 2025-078 | 2025-08-29 | Receiver General              | 5,527.88 | Staff  |

**Correspondence August:**

| <b>Source of Correspondence</b>                    | <b>Description</b>                          |
|----------------------------------------------------|---------------------------------------------|
| <b>REACT</b>                                       | June 24, 2025 Regular Board Meeting Minutes |
| <b>REACT</b>                                       | August 2025 Newsletter                      |
| <b>Humboldt &amp; District Chamber of Commerce</b> | August 2025 Newsletter                      |
| <b>Crosby and Hanna</b>                            | Sask Prov Inter update                      |