

**VILLAGE OF MUENSTER**  
**Agenda**  
**Regular Meeting of Council**  
**Wednesday Oct 15, 2025 – 6:30 p.m.**  
**Village Office**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a) Minutes of the Public Hearing held Wednesday Sept 17, 2025 Re: Bylaw #12/2025
  - b) Minutes of the Regular Meeting of Council held Wednesday Sept 17, 2025
4. Delegations:
5. Financial Statements
  - a) Bank Reconciliation, Statement of Financial Activities and Balance Sheet for the month of Sept 2025.
  - b) Approval of Authorized Accounts Paid and Accounts Payable: as per attached listing.
6. Correspondence: as per attached listing
7. Reports:
  - a) Administrator Report – Jan Sylvestre
  - b) Foreman Report – Nick Vanderveen
8. Bylaws and Policies:
9. Old Business:
  - a) ConEx wireless Payment system at wtp
10. New Business:
  - a) Building Permit Fees
  - b) Future Subdivision Concepts
  - c) Bylaw Enforcement Tender
  - d) Curling Rink Grant Transfer
  - e) Climate Risk Assessment WSP
  - f) SGI Traffic Safety Grant – Pedestrian signage
  - g) List of Lands in Arrears
  - h) Financial Transfer of Funds
  - i) Ice Rink Cohort Agreement
  - j) Surface Water Drainage 104 Railway Street
  - k) Canada Post Services
  - Grading Policy
11. Adjourn

**VILLAGE OF MUENSTER**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD**  
**WEDNESDAY, OCT 15 , 2025**

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**PRESENT:** Mayor: Shauna Ilg  
Councillors: Karl Senko  
Benji Szautner  
Shane Haeusler – Teams Meeting

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

**Res 2025-199**

**CALL TO ORDER:**

Mayor Shauna Ilg called the meeting to order at \_6:24 p.m.

**Res 2025-200**

**AGENDA:**

a) **Moved by:** Benji Szautner

**Seconded by:** Karl Senko

THAT the agenda, as amended, all in favour, be approved.

**MOTION CARRIED**

**Res 2025-201**

**MINUTES:**

a) **Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the minutes of the **Regular Meeting** of Council held on Wed Sept 17, 2025 at 6:30 pm, be approved.

**MOTION CARRIED**

b) **Moved by:** Benji Szautner

**Seconded by:** Shauna Ilg

THAT the minutes of the **Public Hearing** held on Wed Sept 17, 2025 at 6:00 pm, be approved.

**MOTION CARRIED**

**Res 2025-202**

**FINANCIAL REPORTS:**

a) **Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Statement of Financial Activities and Balance Sheet for the month of Sept, 2025 be approved as presented by the Administrator.

**MOTION CARRIED**

**7:15 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 invoices received by Muenster Powder Coating. Jan Sylvestre's family owns and operates this business that provided services and rental equipment for Village use. Jan left the chambers at 7:15 pm and was not part of the discussions nor the decision by council.

**7:27 pm \*\*\*\*Jan Sylvestre returned to chambers.**

b) **Moved by:** Shauna Ilg  
**Seconded by:** Benji Szautner

THAT the Accounts Payable, as per attached listing of invoices with the exception of Muenster Powder Coating invoices, be approved for payment.

**MOTION CARRIED**

**Res 2025-203**

**CORRESPONDENCE:**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

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

**MOTION CARRIED**

**Res 2025-204**

**REPORTS:**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the following reports be received as information:

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

**MOTION CARRIED**

**Res 2025-205**

**MEETING WITH MUENSTER POWDER VENDOR**

**Moved by:** Benji Szautner

**Seconded by:** Karl Senko

THAT the Village of Muenster council representative meet with Muenster Powder, be approved.

**MOTION CARRIED**

**Res 2025 - 206**

**ELEVATION ASSESSMENT**

**Moved by:** Benji Szautner

**Seconded by:** Karl Senko

THAT the Village of Muenster approve assessing elevations for the purpose of effecting control of surface water drainage in the areas including the 100 block of Railway Street and 100 block of Main Street, be approved.

**MOTION CARRIED**

**Res 2025-207**

**SPEED COLLECTION DATA**

**Moved by:** Shauna Ilg

**Seconded by:** Karl Senko

THAT the Village of Muenster approve publicly posting speed data collected from traffic on Rangeline and College Ave, be approved.

**MOTION CARRIED**

**Res 2025- 208**

**BUILDING PERMIT FEES #302 RAILWAY STREET**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster approve \$ 725.00 plus any react tags currently in inventory at the Village towards building permit costs and demolition at #302 Railway Street, be approved.

**MOTION CARRIED**

**Res 2025-209**

**BYLAW ENFORCEMENT TENDER**

**a)Moved by:** Karl Senko

**Seconded by:** Benji Szautner

THAT the Village of Muenster recognize receipt of one bid for bylaw enforcement services and proceed to enter discussions regarding specific terms of agreement with the City of Humboldt Community Safety Officer services , be approved.

**MOTION CARRIED**

**Res 2025-210**

**INFRASTRUCTURE SHARING FORMULA Can Housing Inf Fund**

**Moved by:** Benji Szautner

**Seconded by:** Shane Haeusler

THAT the Village of Muenster present to our local MLA and MP :

**WHEREAS** all municipalities across Canada receive the same percentage of funding for large capital infrastructure projects under the Canadian Housing Infrastructure Fund being: 73.3% from the Federal and Provincial Governments and 26.7% from the municipality;

**WHEREAS** small municipalities with a population of under 2500 people that reside within an hour of a large urban center struggle being limited business tax base because their residents enjoy the freedom of shopping in the city; thereby the revenue from the residents of small communities flows into the city to support its business tax base and in doing so, drains the small municipality of its business tax revenue;

**WHEREAS** in essence these small communities act as suburbs of the city and struggle with a limited tax base to support large capital infrastructure projects;

**THEREFORE BE IT RESOLVED THAT:** The infrastructure funding formula for small municipalities under 2500 in population and within an hour distance of a large urban center be changed to 45% Federal Funding, 45% Provincial Funding, and 10% Municipal Funding and THAT this resolution be distributed to small municipalities within Saskatchewan that share the aforementioned attributes.

**MOTION CARRIED**

**Res 2025-211**

**CURLING RINK AFFORDABILITY GRANT TRANSFER**

**Moved by:** Benji Szautner

**Seconded by:** Karl Senko

THAT the Village of Muenster transfers \$5000.00 to the Muenster Curling rink from the Curling Rink Affordability grant funds received Dec 2024 and 2025, be accepted.

**MOTION CARRIED**

**Res 2025-212**

**APPOINTMENT OF WSP FOR THE MUENSTER CLIMATE RISK ASSESSMENT PROJECT**

**Moved by:** Benji Szautner

**Seconded by:** Shane Haeusler

THAT the Village of Muenster does hereby agree to the terms of agreement put forth by WSP to complete the Climate Risk Assessment Report under the Green Municipal Fund grant project, be accepted.

**MOTION CARRIED**

**Res 2025-213**  
**ICE RINK COHORT ASSESSMENT PROJECT**

**Moved by:** Benji Szautner

**Seconded by:** Shauna Ilg

THAT the Village of Muenster agrees to the terms of agreement presented in the Ice Rink Cohort grant program with the acceptance of St. Peter's College President, Rob Harasymchuk's approval received on Wed October 1<sup>st</sup>, 2025, be accepted.

**MOTION CARRIED**

**Res 2025-214**  
**SGI TRAFFIC SAFETY GRANT 2025 :**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster acknowledges the Oct 2025 submission to request two sets of pedestrian crossing signage funds under the SGI Traffic Safety Grant program, be accepted.

**MOTION CARRIED**

**Res 2025-215**  
**LIST OF LANDS IN ARREARS**

**Moved by:** Shauna Ilg

**Seconded by:** Karl Senko

THAT the Village of Muenster recognize the 2025 List of Lands in Arrears as presented:

FORM 1  
(Section 3)

List of Lands in Arrears



Name of Municipality Village of Muenster

PROVINCE OF SASKATCHEWAN

List of lands with arrears of taxes as at October 9, 2025

Date October 9, 2025 (Section 3(1) of The Tax Enforcement Act)

DESCRIPTION OF PROPERTY							
Assessment Number	Part of	Lot	Blk.	Plan		Title Number	Total Arrears
505023800-01		02	17	80H05233 Ext 0		138120771	\$880.00
505001850-01		01	02	L2171		148551352	\$193.95
		02	02	L2171		130011657	
		03	02	L2171		04H07230	
		04	02	L2171		04H04725	
505080400-01		13	21	102230244		156862852	\$243.79



Submitted to the head of the council  
this 15th day of October, 2025

*Jan Sylvestre*  
Treasurer

, be accepted.

**MOTION CARRIED**

**Res 2025-216****COMMUNITY HOUSING INFRASTRUCTURE FUND PROVINCIAL STREAM****Moved by:** Benji Szautner**Seconded by:** Shane Haeusler

THAT the Village of Muenster does hereby agree to submit an application to the Canadian Housing Infrastructure Fund Provincial/Territorial Stream to request funding to assist with infrastructure costs associated with required improvements on existing and new infrastructure and surface drainage systems that will enable additional, accessible housing within the community of Muenster, be accepted.

**MOTION CARRIED****Res2025- 217****2025 FINANCIAL TRANSFERS FOR RESERVES****Moved by:** Shane Haeusler**Seconded by:** Benji Szautner

THAT the Village of Muenster authorize the following financial transfers for reserve allocations as presented below:

Transfers:						
Date	Desc	Interest	Principal	Total	from acct	to acct
	Annual 4% UT Exp put into UT Reserves 4% of 2024 \$283927			<b>\$11,357.08</b>	From Operating Cash 110-110-120	To UT Reserve acct 110-110-160
	Shop deb payment	442.86	14,285.84	<b>\$14,728.70</b>	Operating Account 110 110 120	To pay Debenture
	Lagoon Reserves 4% of 44,468.00			<b>\$ 1,778.72</b>	Operating acct 110 110 120	To Lagoon Reserve fund 110-110-198
	Water Meters Capital purchase			<b>\$50,000.00</b>	From Cap Trust Res110-110-170	To Operating Acct 110-110-120 to pay Meterco
	Water Plant Reservoir Debenture	\$759.74	\$ 8,055.00	<b>\$8,814.74</b>	from Cap trust Res 110-110-170	Operating acct 110 110 120
	Sewer System Upgrades Debenture	\$1,601.80	\$16,162.73	<b>\$17,764.53</b>	from Utility Reserve Fund 110-110-160	Operating acct 110 110 120 automatically goes out of acct to pay for debenture
	Rangeline ROAD Debenture	\$7,900.00	\$16,696.85	<b>\$24,596.85</b>	From Cash operating 110-110-120	automatically goes out of acct to pay for debenture To Mun fin corp for deb payment
	Fire Dept Reserves			<b>\$ 1,200.00</b>	From Cash operating 110-110-120	to Fire Reserves 110-110-190
	Creek Culvert Reserve Fund			<b>\$1,000.00</b>	From Cash Operating 110-110-120	To Creek Reserve Fund 110-110-197
	Ammort amounts into Cap Trust Fund			<b>\$74,725.89</b>	From Cash operating 110-110-120	To Cap Trust Ammort Fund 110-110-171

Ammortization Total source presented below:

	2025	Amortization Transfers		2025 Amort Amount
GG	510 600 299 GG	Bldg/Impr	Office building	\$ 2,964.00
GG	510 600 599 GG	Office and Info Tech	Office computers	\$ 1,165.00
PS	525 600 299 PS	Bldg/Impr	Fire hall building	\$ 406.00
PS	525 600 399 PS	Machinery +Equip	Fire trucks, tanker, Gas detector, equip, cordless tools	\$ 5,886.00
TS	530 600 299 TS	Bldgs/Impr	Maint Shop	\$ 3,413.00
TS	530 600 399 TS	Machinery + Equip	Ferris, mower, kubota, etc	\$ 5,222.89
TS	530 600 699 TS	Infrast	streets, st. lights, signs, swales, alleys, culverts, sidewalks	\$ 7,713.00
UT Water	580 600 299 UT wat	Bldgs/Impr	WtP + reservoir + gas generator, engineered structures	\$ 13,912.00
UT Water	580 600 399 UT wat	Machinery + Equip	Velocity Meter Reader	\$ 177.00
UT Water	580 600 699 UT wat	Infrast	water meters	\$ 8,788.00
UT Sewer	585 600 199 UT sew	Land Impr	lagoon	\$ 1,016.00
UT Sewer	585 600 299UT sew	Bldg/Impr	Lift Stn, generator building	\$ 6,126.00
UT Sewer	585 600 699UT sew	Infrast	sewer lines, forcemain	\$ 17,937.00
		Ammortization	<b>2025 total</b>	<b>\$ 74,725.89</b>

be accepted.

**MOTION CARRIED**

**Res2025 - 218**

**ADJOURNMENT**

**Moved by:** Karl Senko

**Seconded by:** Benji Szaotner

**THAT** this meeting now adjourn at 10:00 pm.

**MOTION CARRIED**

MAYOR – SHAUNA ILG

ADMINISTRATOR – JAN SYLVESTRE

**Acct Payable Cheques Payable**

Ch 9922	2025-09-26	Jason Blechinger	420.00	Water S
Ch 9923	2025-09-26	Jan Sylvestre	4,455.73	Hourly V
Ch 9924	2025-09-26	Fischer, Kyler	48.00	Grass C
Ch 9925	2025-09-26	Newberry, Payge	2,179.08	Hourly F
Ch 9926	2025-09-26	Vanderveen, Nick	4,335.90	Salary
Ch 9927	2025-09-26	Shauna Iig	487.60	Mayor R
Ch 9928	2025-10-16	Jan Sylvestre	281.35	Reimb T
Ch 9929	2025-10-16	Humboldt Co-operative Associa	202.26	Paper Tr
Ch 9930	2025-10-16	Muenster Curling Club	5,000.00	Comm F
Ch 9931	2025-10-16	R.M. of St. Peter's No. 369	346.50	Lagoon I
Ch 9932	2025-10-16	Schriener Albert	525.00	15hr cor
Ch 9933	2025-10-16	Saskatchewan Research Counc	45.15	Water S
Ch 9934	2025-10-16	Saskatchewan Command	250.00	2025 Ve

**Acct Payable Online Banking Payments**

OB 2025-086	2025-09-30	M.E.P.P.	3,184.20	Pension Contribut
OB 2025-087	2025-09-30	Receiver General	6,099.18	Staff Payroll Ded
OB 2025-088	2025-09-30	S.U.M.A.	1,015.67	Benefits
OB 2025-089	2025-10-07	FasTrack Logistics	25.20	(1) Delivery Servi
OB 2025-090	2025-10-16	Baker Tilly SK LLP	2,109.00	Annual Audit Serv
OB 2025-091	2025-10-16	FasTrack Logistics	25.20	Water samples to
OB 2025-092	2025-10-16	K.M.K. Sales Ltd.	171.61	3 blades for ferris
OB 2025-093	2025-10-16	Municode Services Ltd	945.00	File No: 3620325
OB 2025-094	2025-10-16	REACT Waste Management Dis	2,207.56	REACT Curbside
OB 2025-095	2025-10-16	Roberson Stromberg LLP	1,887.00	Consultation w lay
OB 2025-096	2025-10-16	REV - Saskatchewan Commam	0.00	
OB 2025-097	2025-10-16	Wheelers Wholesale Ltd.	20.56	Water Meter Wirir
OB 2025-098	2025-10-10	SaskTel	342.11	WTP Phone Oct/2
OB 2025-099	2025-10-10	SaskWater	10,766.88	Oct-25 SaskWate
OB 2025-100	2025-10-16	SaskEnergy	355.71	Shop, Off, Lib, Fir
OB 2025-101	2025-10-16	SaskPower	2,051.69	library/firehall Oct
OB 2025-102	2025-10-16	Saskatchewan Health Authority	69.00	Weekly Water Te

**Correspondence August:**

107.5 Bolt FM
Canada Post
Canadian Union of Postal Workers
Horizon School Division
Municode Services Ltd
Parkland Regional Library
Saskatchewan Safety Council
Town of Raddison
S 4-6
City of Humboldt CSO