

VILLAGE OF MUENSTER
Agenda
Regular Meeting of Council
Wednesday Sept 17, 2025 – 6:30 p.m.
Village Office

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a) Minutes of the Regular Meeting of Council held Wednesday Aug 20, 2025
4. Delegations: 7 pm ConEx Wireless -WTP payment Mechanism
5. Financial Statements
 - a) Bank Reconciliation, Statement of Financial Activities and Balance Sheet for the month of Aug 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:
 - a) Traffic Bylaw #11/2025
 - b) OCP Bylaw #12/2025
9. Old Business:
 - a) Muenster Powder Sidewalk
10. New Business:
 - a) Community Meeting Feedback
 - b) Municode Building Inspector – Residential Inspector appointment
 - c) Building Code in Commercial Zone
 - d) Tax Incentives for Development
 - e) Rec Board Sask Lotteries Grant transfer
 - f) Land Development
 - g) Climate Risk Assessment Quotes
 - h) Sask Royal Cdn Legion Military Service Recog Book
 - i) Utility Arrears
 - j) Robertson/Stromberg Terms of agreement
 - k) Ombudsman Civility Training Oct 15-16 Regina
 - l) Ice Rink Cohort Agreement
 - m) Fiber Optic – RF NOW Project Agreement for Underground Install
 - n) Title Transfer Complete #110 Railway St.
 - o) Office Grievance Policy – by appointment
11. Adjourn

**VILLAGE OF MUENSTER
MINUTES OF THE REGULAR MEETING OF COUNCIL HELD
WEDNESDAY, SEPT 17 , 2025**

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

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

Delegate: Con Ex Wireless 7:00 pm Teams Meeting

Res 2025-179

CALL TO ORDER:

Mayor Shauna Ilg called the meeting to order at _6:13 p.m.

Res 2025-180

AGENDA:

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

MOTION CARRIED

Res 2025-181

MINUTES:

a) **Moved by:** Karl Senko
Seconded by: Shauna Ilg
THAT the minutes of the **Regular Meeting** of Council held on Wed August 20, 2025 at 6:30 pm, be approved.

MOTION CARRIED

Res 2025-182

FINANCIAL REPORTS:

a) **Moved by:** Kim Fetter
Seconded by: Shauna Ilg
THAT the Statement of Financial Activities and Balance Sheet for the month of August, 2025 be approved as presented by the Administrator.

MOTION CARRIED

b) **Moved by:** Shauna Ilg
Seconded by: Karl Senko
THAT the Accounts Payable, as per attached listing of invoices, be approved for payment.

MOTION CARRIED

Res 2025-183

CORRESPONDENCE:

Moved by: Kim Fetter

Seconded by: Shauna Ilg

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

MOTION CARRIED

***Benji Szauner joined the meeting at 6:46 pm.**

Res 2025-184

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 2025-185

SPEEDING TRAFFIC AND STOP SIGNS

Moved by: Kim Fetter

Seconded by: Shauna Ilg

THAT the Village of Muenster request RCMP presence during peak traffic periods noted for speeding and vehicles failing to stop at stop signs, be approved.

MOTION CARRIED

Res 2025-186

BYLAW NO. 11/2025 – TRAFFIC CONTROL BYLAW

a)Moved by: Kim Fetter

Seconded by: Karl Senko

THAT Bylaw No. 11 /2025 – A Bylaw to regulate traffic, signage and parking, be read for the first time.

MOTION CARRIED

b)Moved by: Shauna Ilg

Seconded by: Benji Szauner

THAT Bylaw 11 /2025 – A Bylaw to regulate traffic, signage and parking, be read for the second time.

MOTION CARRIED

c)Moved by: Karl Senko

Seconded by: Kim Fetter

THAT Bylaw No. 11 /2025 – A Bylaw to regulate traffic, signage and parking, be given three readings at this meeting.

MOTION CARRIED UNANIMOUSLY

d)Moved by: Benji Szauner

Seconded by: Kim Fetter

THAT Bylaw No. 11 /2025 – A Bylaw to regulate traffic, signage and parking, be read for the third time and adopted.

MOTION CARRIED

Res 2025-187

BYLAW NO. 12/2025 – OFFICIAL COMMUNITY PLAN BYLAW

a)Moved by: Kim Fetter

Seconded by: Karl Senko

THAT Bylaw No. 12 /2025 – A Bylaw to amend the OCP Bylaw #4/2025 be read for the first time.

MOTION CARRIED

b)Moved by: Shauna Ilg

Seconded by: Benji Szautner

THAT Bylaw No. 12 /2025 – A Bylaw to amend the OCP Bylaw #4/2025 be read for the second time.

MOTION CARRIED

c)Moved by: Karl Senko

Seconded by: Kim Fetter

THAT Bylaw No. 12 /2025 – A Bylaw to amend the OCP Bylaw #4/2025, be given three readings at this meeting.

MOTION CARRIED UNANIMOUSLY

d)Moved by: Benji Szautner

Seconded by: Kim Fetter

THAT Bylaw No. 12 /2025 – A Bylaw to amend the OCP Bylaw #4/2025 be read for the third time and adopted.

MOTION CARRIED

Res 2025-088

APPOINTMENT OF Municode Residential Building Inspector:

Moved by: Karl Senko

Seconded by: Shane Haeusler

THAT the Village of Muenster does hereby appoint the following ;

Clayton Meier – BOL332

Ryan Thiessen – BOL357

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 MUNICIPALITY OF

UNDER THE AUTHORITY OF SECTION 16 OF THE

Construction Codes Act, be accepted.

MOTION CARRIED

Res 2025-189

RETAINER ROBERTSON AND STROMBERG :

Moved by: Benji Szautner

Seconded by: Shauna Ilg

THAT the Village of Muenster agree to the retainer terms and fees to contract Candice Grant of Robertson and Stromberg, be accepted.

MOTION CARRIED

7:42 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 7:42 pm and was not part of the discussions nor the decision by council.**

7:50 pm **Jan Sylvestre returned to chambers.**

Res 2025-190

SIDEWALK CONSTRUCTION COMPENSATION – MUENSTER POWDER:

Moved by: Karl Senko

Seconded by: Benji Szautner

THAT the Village of Muenster contribute \$1000.00 towards our portion of materials that were used to construct the sidewalk in front of Muenster Powder in July 2025, be accepted.

MOTION CARRIED

Res 2025-191

SASKLOTTERIES GRANT TRANSFER TO MUENSTER REC BOARD

Moved by: Kim Fetter

Seconded by: Benji Szautner

THAT the Village of Muenster transfer the Sask Lotteries \$6,039.00 grant proceeds to the Muenster Recreation Board, be accepted.

MOTION CARRIED

Res 2025-192

PRIVATE DEVELOPMENT SUBCOMMITTEE OF COUNCIL

Moved by: Kim Fetter

Seconded by: Benji Szautner

That the Village of Muenster appoint a subcommittee of council including: Kim Fetter, Karl Senko, Shane Haeusler and Benji Szautner to consider options regarding private interests around multiuse land developments in Muenster, be accepted.

MOTION CARRIED

Res2025- 193

CLIMATE RISK ASSESSMENT AGREEMENT

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster upon review of submitted proposals, enter into agreement with WSP Canada Inc. (WSP) to conduct a Climate Change Risk Assessment and Prioritize an action plan to decrease asset vulnerability in Muenster, be adopted.

MOTION CARRIED

Res2025- 194

SASK ROYAL CANADIAN LEGION MILITARY SERVICE RECOG BOOK

Moved by: Kim Fetter

Seconded by: Karl Senko

THAT the Village of Muenster agree to sponsor advertisement in the Sask Royal Canadian Legion Military Service Recognition Book, be accepted.

MOTION CARRIED

Res2025- 195

RFNOW FIBRE OPTIC AGREEMENT

Moved by: Benji Szautner

Seconded by: Karl Senko

THAT the Village of Muenster email confirmation acknowledging that there are no concerns with RFNOW installing fibre in the highways right-of-way, be accepted.

MOTION CARRIED

Res2025- 196

OFFICE GREIVANCE BY APPOINTMENT POLICY

Moved by: Kim Fetter

Seconded by: Shauna Ilg

THAT the Village of Muenster will adopt a walk in grievance policy whereby grievances must be written and signed for municipal staff to respond and acted on,

And

that the Administration team set appointments as needed to address grievances / inquiries, be accepted.

MOTION CARRIED

Res2025- 197

INVITATION FOR BIDS FOR BYLAW ENFORCEMENT SERVICES

Moved by: Shauna Ilg

Seconded by: Benji Szautner

THAT the Village of Muenster put forth a request for bids/tender for individuals to propose bylaw enforcement services within the Village of Muenster, said services may equate to two days per month, be accepted.

MOTION CARRIED

Res2025- 198

ADJOURNMENT

Moved by: Karl Senko

Seconded by: Kim Fetter

THAT this meeting now adjourn at 10:00 pm.

MOTION CARRIED

MAYOR – SHAUNA ILG

ADMINISTRATOR – JAN SYLVESTRE

Acct Payable Cheques Payable

Ch 9904	2025-08-29	M.	704.48	Refund for Customer
Ch 9905	2025-08-29	VOID - Cheque Printing	0.00	
Ch 9906	2025-08-29	P.	93.69	Refund for Customer :
Ch 9907	2025-09-18	Adobe Acrobat Std	226.31	Adobe Acrobat 1 year subscription
Ch 9908	2025-09-18	Barricades and Signs	2,649.62	Road Signs for Traffic
Ch 9909	2025-09-18	CCASK Construction Code Autl	2,388.75	Building Official Services, Travel
Ch 9910	2025-09-18	ClearTech Industries Inc.	193.44	Sodium Hypochlorite and Freight
Ch 9911	2025-09-18	Canadian National Non Freight	15.75	Sewer Line crossing on propert
Ch 9912	2025-09-18	Humboldt Home Hardware	37.70	Mop, Zip Ties, Hooks
Ch 9913	2025-09-18	K.M.K. Sales Ltd.	297.23	Ferris Mower Spindle and Blade
Ch 9914	2025-09-18	REV - Lanigan Creek-Dellwood	0.00	
Ch 9915	2025-09-18	Muenster Recreation Board	6,039.00	Sask Lotteries - fwd to Rec Board
Ch 9916	2025-09-18	Office Experts Pro	437.97	Sticky Notes, Whit Out, Erasers
Ch 9917	2025-09-18	R.M. of Humboldt	4.93	LanCreekDelBrook levy
Ch 9918	2025-09-18	SaskWater	10,886.78	Sept SaskWater
Ch 9919	2025-09-18	Saskatchewan Health Authority	115.00	Weekly Water Test
Ch 9920	2025-09-18	Wheelers Wholesale Ltd.	79.48	Sign Installation Supplies
Ch 9921	2025-09-24	Raider Asphalt Services Ltd.	129,470.40	Chip Seal Range,Coll,Main

Acct Payable Online Banking Payments

OB 2025-079	2025-09-10	Humboldt Co-operative Associa	345.49	Work T
OB 2025-080	2025-09-10	Newberry, Payge	11.00	Mileage
OB 2025-081	2025-09-10	REACT Waste Management Dis	2,209.83	Monthl
OB 2025-082	2025-09-18	Affinity MasterCard	57.36	Septerr
OB 2025-083	2025-09-18	SaskEnergy	322.23	Lift Stn
OB 2025-084	2025-09-18	SaskPower	2,328.22	306 Ra
OB 2025-085	2025-09-18	SaskTel	344.87	WTP P

Correspondence August:

Source of Correspondence	Description
The Saskatchewan Royal Canadian Legion	Place ad in the digital "Military Service Recognition Book" Last year we got b&w 1/10-page size (business card), this year it will be \$250.00.
REACT	Board Meeting Minutes – July 29, 2025
107.5 Bolt FM	Weekday News-Sports-Weather Sponsorship Package.
Climate Risk Assmt Proposals	WSP, Stantec, Ripplewood