

VILLAGE OF MUNSTER
Agenda
Regular Meeting of Council
Wednesday Dec 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 Nov 19, 2025
4. Delegations: Joe Schieber
5. Financial Statements
 - a) Bank Reconciliation, Statement of Financial Activities and Balance Sheet for the month of Nov 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
8. Bylaws and Policies:
 - a) Recind Amending Bylaw #12/2025 (Flood Elevation Stmt of Prov Inter.)
 - b) Two Separate Amendments
 - Second and Third Reading Amendment Bylaw #12/2025 re: OCP Bylaw # 4/2025
 - First Reading Amendment Bylaw #13/2025 re: Zoning Bylaw # 5/2025
 - Request waiver of re-advertisement/public notice as per Sec 211 of The Planning and Development Act, 2007
- Pause Regular Council meeting to allow for Public Hearing:**
 - Bylaw #12/2025 Revised OCP Amendmt Bylaw #12/2025
 - Bylaw #13/2025 New ZB Amendmt Bylaw #13/2025
- Reinstate Regular Meeting of Council**
Call new resolutions for:
 - OCP Amendmt Bylaw #12/2025 2nd and 3rd reading
 - New ZB Amendmt Bylaw #13/2025 1st, 2nd, and 3rd reading
9. Old Business:
 - a) Emergency Measures Organization Requires Volunteers, Self Guided 8 Hour online training.
10. New Business:
 - b) Climate Risk Assessment WSP Engagement Draft
 - c) Financial Transfer of Funds
 - d) Ice Rink Cohort
 - e) Board of Revision -Property Assessments Western Municipal Agreement
 - f) Building Code Compliance Demolition Permit and compliant structure
 - g) Accessory Building Compliance
 - h) Nuisance Wildlife Permit
 - i) Insurance Policy Submission
 - j) Parkland Library – Muenster Contributions
 - k) Appointment of Building Inspectors 2026
 - l) SaskEnergy utility to Childcare
 - m) Certified Water Sewer Operator Contract
 - n) Canada Summer Jobs Application Submitted – two positions
 - o) Tree Canada Grant Application Submitted
 - p) Sask Water – Lagoon effluent
 - q) Maintenance Shop – Lights
 - r) Snow Control
 - s) Thurs Feb 5 Closed for Audit.
11. Adjourn

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

PRESENT:

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

Administrator: Jan Sylvestre
Foreman: Absent
Delegate : Joe Schieber 6:30 pm – 6:45 pm

Res 2025-248

CALL TO ORDER:

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

Res 2025-249

AGENDA:

Moved by: Shane Haeusler
Seconded by: Karl Senko
THAT the agenda, as amended, all in favour, be approved.

MOTION CARRIED

Res 2025-250

MINUTES:

Moved by: Karl Senko
Seconded by: Shane Haeusler
THAT the minutes of the Regular Meeting of Council held on WEDNESDAY, Nov 19, 2025 at 6:30 pm, be approved.

MOTION CARRIED

Res 2025-251

FINANCIAL REPORTS:

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

MOTION CARRIED

b) **Moved by:** Karl Senko
Seconded by: Benji Szautner
THAT the Accounts Payable, as per attached listing of invoices except for two Humboldt Fire Extinguisher Ltd invoices, be approved for payment.

MOTION CARRIED

Res 2025-252

CORRESPONDENCE:

Moved by: Shauna Ilg
Seconded by: Benji Szautner
THAT the correspondence as per attached listing, having been reviewed, be accepted.

MOTION CARRIED

Res 2025-253

REPORTS:

Moved by: Karl Senko

Seconded by: Benji Szautner

THAT the following reports be received as information:

- Administrator Report – Jan Sylvestre
- Village Foreman Report – short summary

MOTION CARRIED

Res 2025-254

2025 BUDGET BACKHOE:

Moved by: Karl Senko

Seconded by: Shauna Ilg

THAT the Backhoe that was approved as a capital purchase in the 2025 budget will not be purchased at this time, be accepted.

MOTION CARRIED

Res 2025-255

BUILDING STANDARDS AND COMPLIANCE Lot 29 Blk 02 Plan L2171:

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster recognize demolition permit issued for **Lot 29 Blk 02 Plan L2171 with a deadline of April 1, 2026** with the understanding that any frozen ground structures may have to be moved later than that date, as soon as possible pending weather/ground thaw, be accepted.

MOTION CARRIED

Res 2025-256

COFFEE WITH A COUNCILLOR TUESDAY JANUARY 6TH, 2026 AT MUENSTER SENIOR CENTER:

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster invite stakeholders to “Coffee with a Councillor” at 10:15 am at the Muenster Senior Center, be accepted.

MOTION CARRIED

Res 2025-257

BOARD OF REVISION APPOINTMENT 2026:

Moved by: Benji Szautner

Seconded by: Shane Haeusler

That pursuant to Subsection 220(1) of The Municipalities Act the VILLAGE OF MUENSTER appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule, with the following to serve as Members of the Board of Revision: Dave Gurnsey, Dave Thompson, Donna Rae Zadvorny, Gordon Parkinson, Jeff Hutton, Kevin Kleckner, Mike Waschuk, Stew Demmans, Wayne Adams, Ken Friesen, Femi Ogunrinde, Fife Ogunde, Maureen Jickling, Jamie Tiessen, John Krill, Christopher Blueman, Alan Sawatsky, Mike Meleca, Hany Amin, Kimberly Speers, Nick Coroluick, Farrah Ovans, JayDee Mazier, Jordan Boyes, Kenneth Tan, Tyler Shandro, Regan Rayner and Rick Leigh.

The Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter. Where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the chair of that hearing from among their numbers.

AND

That pursuant to Subsection 221(1) of The Municipalities Act the VILLAGE OF MUENSTER appoints Nicolle Hoskins with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2026, through to December 31, 2026, remuneration as set out in Western Municipal Consulting Ltd. fee schedule. If the secretary is unable to perform secretarial functions for reasons which may include scheduling difficulties WMC may appoint a delegate to perform administrative functions and may appoint a recording secretary for the purposes of any hearing.

MOTION CARRIED

Res 2025 - 258

PAY OFF DEBENTURES 2025

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster approve the use of operating cash

-to pay out the remainder owing on the Water Treatment Plant Reservoir Debenture

-to pay out the remainder owing on the Sewer Lift Station Plant Debenture

be approved.

MOTION CARRIED

Res 2025 - 259

TRANSFER OF FUNDS

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster approve the transfer of \$50,000.00 in funds from the Cash Operating Account into a new Reserve fund to be used for debenture payments or maintenance costs as per the discretion of council, be approved.

MOTION CARRIED

Res 2025-260

PARKLAND REGIONAL LIBRARY MUENSTER BRANCH ADDITIONAL RESOURCES

Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT the Village of Muenster approve of subsidizing the Muenster Librarian wage by \$2.00 per hour plus the associated mandatory employer remittance calculations above Parkland Regional's set wage AND that the Village of Muenster pay for 2 additional hours per week above Parkland Regional's set hours of operation, be approved.

MOTION CARRIED

Res 2025-261

RETIREMENT MUENSTER LIBRARIAN SERVICE RECOGNITION

Moved by: Karl Senko

Seconded by: Shane Haeusler

THAT the Village of Muenster approve rewarding Monica Kiefer with a long time service award of \$540.00 as per policy, calculated as \$20 per year served for 27 years, be approved.

MOTION CARRIED

Res 2025-262

RESCIND RESOLUTION 2025-187 B,C,D AMENDING BYLAW #12/2025 SECOND AND THIRD READING

Moved by: Kim Fetter

Seconded by: Benji Szautner

THAT the Village of Muenster rescind resolution #2025-187 b,c,d, regarding the second and third reading of Bylaw #12/2025, be approved.

MOTION CARRIED

Res 2025-263

REQUEST WAIVER TO SECOND PUBLIC NOTICE REGARDING PUBLIC HEARING

Moved by: Shane Haeusler

Seconded by: Shauna Ilg

THAT the Village of Muenster request that Community Planning Branch of the Gov of Sask waive the requirement to post public notice for consideration of Bylaw #12/2025 and Bylaw #13/2025 as the nature of both of these bylaws was covered during the Public Hearing held on Sept 17, 2025, be approved.

MOTION CARRIED

Res 2025-263

8:10 PM REQUEST A PAUSE TO THE REGULAR PUBLIC MEETING OF COUNCIL

Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT the Village of Muenster pause this regular meeting of council at 8:10 PM, in order to hold a Public Hearing for Bylaw #12/2025 and Bylaw #13/2025 relating to the amendment of wording in the Official Community Plan #4/2025 and the Zoning Bylaw #5/2025, be approved.

MOTION CARRIED

PUBLIC HEARING FOR BYLAW #12/2025 AND BYLAW #13/2025 TOOK PLACE FROM 8:10 PM UNTIL 8:17 PM

Res 2025- 264

RECONVENE REGULAR PUBLIC MEETING OF COUNCIL

Moved by: Karl Senko

Seconded by: Shauna Ilg

THAT the Village of Muenster reconvene there regular meeting of council at 8:17 pm, be approved.

MOTION CARRIED

Res 2025-265

BYLAW NO. 12/2025 – AMENDMENT TO OFFICIAL COMMUNITY PLAN BYLAW

(Note First Reading took place Sept 17, 2025 Resolution 2025-187a)

a)Moved by: Benji Szautner

Seconded by: Karl Senko

THAT Bylaw No. 12/2025 – A Bylaw which amends the Official Community Plan Bylaw #4/2025 , be read for the second time.

MOTION CARRIED

b)Moved by: Kim Fetter

Seconded by: Shane Haeusler

THAT Bylaw No. 12/2025 – A Bylaw which amends the Official Community Plan Bylaw #4/2025 , be given the second and third readings at this meeting.

MOTION CARRIED UNANIMOUSLY

c)Moved by: Shauna Ilg

Seconded by: Karl Senko

THAT Bylaw No. 12/2025 – A Bylaw which amends the Official Community Plan Bylaw #4/2025, be read for the third time and adopted.

MOTION CARRIED

Res 2025-066

BYLAW NO. 13/2025 – AMENDMENT TO ZONING BYLAW

a)Moved by: Benji Szautner

Seconded by: Karl Senko

THAT Bylaw No. 13/2025 – A Bylaw which amends the Zoning Bylaw #5/2025 , be read for the first time.

MOTION CARRIED

b)Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT Bylaw No. 13/2025 – A Bylaw which amends the Zoning Bylaw #5/2025 , be read for the second time.

MOTION CARRIED

c)Moved by: Kim Fetter
Seconded by: Shauna Ilg

THAT Bylaw No. 13/2025 – A Bylaw which amends the Zoning Bylaw #5/2025, be given three readings at this meeting.

MOTION CARRIED UNANIMOUSLY

d)Moved by: Shauna Ilg
Seconded by: Shane Hauesler
THAT Bylaw No. 13/2025 – A Bylaw which amends the Zoning Bylaw #5/2025, be read for the third time and adopted.

MOTION CARRIED

Res 2025-267

MAINTENANCE SHOP LIGHTS

Moved by: Shauna Ilg
Seconded by: Shane Haeusler
THAT the Village of Muenster approve replacement of overhead lights in the maintenance shop, be approved.

MOTION CARRIED

Res 2025-268

OUTDOOR ICE SURFACE

Moved by: Shauna Ilg
Seconded by: Kim Fetter
THAT the Village of Muenster allow Karl Senko to use the Kubota tractor to prepare an outdoor ice surface AND that the Village pay for the cost of the water used to prepare the surface, be approved.

MOTION CARRIED

Res 2025-269

SERVICE GIFT

Moved by: Shauna Ilg
Seconded by: Shane Haeusler
THAT the Village of Muenster thank Glenn Korte for assisting with interim foreman duties by gifting him a \$250.00 gift certificate from the Co-op, be approved.

MOTION CARRIED

Res 2025-270

OFFICE CLOSURE

Moved by: Benji Szautner
Seconded by: Karl Senko
THAT the Village of Muenster administrative office close to the public on Thursday Feb 5th, 2026 in order to allow Baker Tilly to conduct the 2025 financial audit, be accepted.

MOTION CARRIED

Res 2025-271

SASKENERGY INSTALL TO #104 RAILWAY ST.

Moved by: Karl Senko
Seconded by: Benji Szautner

The Council of the the Village of Muenster confirms that SaskEnergy will create a service easement and run their line from the South side of Railway Street to the North side of Railway Street to the new childcare center, be accepted.

MOTION CARRIED

Res 2025-272

CERTIFIED WATER AND LAGOON OPERATOR

Moved by: Kim Fetter

Seconded by: Shauna Ilg

THAT the Village of Muenster recognizes Glenn Korte as our interim Certified Water and Wastewater Operator as of Dec 1, 2025 until further noted. Glenn Korte will be included on payroll as an employee in the interim, be accepted.

MOTION CARRIED

Res 2025-273

CANADA SUMMER JOBS FUND :

Moved by: Karl Senko

Seconded by: Shauna Ilg

THAT the Village of Muenster apply to the Canada Summer Jobs Fund for assistance for two 2026 seasonal public works labourer positions, be accepted.

MOTION CARRIED

Res 2025-274

TREE CANADA

Moved by: Shane Haeusler

Seconded by: Kim Fetter

THAT the Village of Muenster applies to the Tree Canada Grant program to request up to \$10,000.00 in funding for vegetation and greenspace development, be accepted.

MOTION CARRIED

Res 2025-275

MUENSTER LAGOON CORRESPONDANCE

Moved by: Karl Senko

Seconded by: Shane Haeusler

THAT the Village of Muenster, acknowledge correspondence from the EPO regarding the Lagoon release results and what this means for our Village asset management, be accepted.

MOTION CARRIED

Res2025- 276

INSURANCE PACKAGE

Moved by: Shane Haeusler

Seconded by: Karl Senko

THAT the Village of Muenster submit the special events listed for insurance liability issues to include the Muenster Hall Car Bing, Muenster Baseball Tournaments, possible Fireworks at community events (ex. Canada Day), to be used for the 2026 proposed insurance application, be accepted.

MOTION CARRIED

Res2025 - 277

ADJOURNMENT

Moved by: Karl Senko

Seconded by: Benji Szautner

THAT this meeting now adjourn at 9:40 pm.

MOTION CARRIED

MAYOR – SHAUNA ILG

ADMINISTRATOR – JAN SYLVESTRE

Acct Payable Cheques Payable

Ch 9951	2025-11-28	Jason Blechinger	490.00	Wate
Ch 9952	2025-11-28	Jan Sylvestre	4,378.61	Hourl
Ch 9953	2025-11-28	Newberry, Payge	1,872.90	Hourl
Ch 9954	2025-11-28	Vanderveen, Nick	5,889.14	Salar
Ch 9955	2025-11-28	Shauna Ilg	487.60	Mayo
Ch 9956	2025-11-28	Korte, Glenn	507.50	Labo
Ch 9957	2025-11-26	Muenster Facilities Foundation	1,719.00	2025
Ch 9958	2025-11-26	Muenster Disaster Fund	1,517.00	2025
Ch 9959	2025-11-26	Muenster Cooperative Childcare	1,759.00	2025
Ch 9960	2025-12-03	Kyle Muggli	1,169.28	Train
Ch 9961	2025-12-03	Gord Kiefer	2,420.20	Train
Ch 9962	2025-12-03	Craig Hogemann	1,363.39	Train
Ch 9963	2025-12-03	Jay Schindelka	234.80	Train
Ch 9964	2025-12-03	Justin Korte	490.40	Train
Ch 9965	2025-12-03	Dillon Thiemann	750.80	Train
Ch 9966	2025-12-03	Ryan Stuckel	601.60	Train
Ch 9967	2025-12-03	Trevor Britz	767.60	Fire \
Ch 9968	2025-12-03	Wiesner, Cole	527.20	Train
Ch 9969	2025-12-03	Hinz, Daniel	529.20	Trainin
Ch 9970	2025-12-03	Anderson, Nick	715.60	Trainin
Ch 9971	2025-12-04	Fetter, Kim	1,813.50	Counci
Ch 9972	2025-12-04	Haeusler, Shane	1,300.00	Counci
Ch 9973	2025-12-04	Shauna Ilg	1,192.98	Counci
Ch 9974	2025-12-04	Karl Senko	800.00	Counci
Ch 9975	2025-12-04	Szautner, Benji	1,300.00	Counci
Ch 9976	2025-12-18	Darry Contracting Ltd.	4,440.00	Level c
Ch 9977	2025-12-18	Kiefer, Monica	540.00	Happy
Ch 9978	2025-12-18	Ernie's Plumbing and Heating	969.05	Shop f
Ch 9979	2025-12-18	Humboldt Home Hardware	2.41	9V Bat
Ch 9980	2025-12-18	Humboldt Co-operative Associati	250.00	Thanky
Ch 9981	2025-12-18	Quessey, Alain	21.00	Monthl
Ch 9982	2025-12-18	SUMA	953.44	2026 N
Ch 9983	2025-12-18	Village of Annaheim	78.66	1/3 Sh
Ch 9984	2025-12-18	Wassermann, James	21.00	Monthl

Acct Payable Online Banking Payments

OB 2025-122	2025-11-26	M.E.P.P.	2,923.04	Pension Contr
OB 2025-123	2025-11-26	Receiver General	4,107.15	Staff Payroll D
OB 2025-124	2025-11-26	S.U.M.A.	1,015.67	Benefits
OB 2025-125	2025-12-03	Receiver General	225.57	Staff Payroll D
OB 2025-126	2025-12-04	Receiver General	402.19	Council Payrol
OB 2025-127	2025-12-18	SaskEnergy	797.61	Shop, Off, Lib,
OB 2025-128	2025-12-18	SaskPower	2,565.40	Office Dec/25
OB 2025-129	2025-12-18	SaskTel	341.03	Library Phone
OB 2025-130	2025-12-18	SaskWater	11,598.17	2025/10/01 - 21
OB 2025-131	2025-12-18	Saskatchewan Health Authority	92.00	Weekly Water
OB 2025-132	2025-12-18	Acti-Zyme Products Ltd.	6,181.32	Acti-zyme con
OB 2025-133	2025-12-18	Brockman Enterprises Ltd.	825.45	5 ML Anti-Slip
OB 2025-134	2025-12-18	Bunz Electric Ltd.	488.40	Take Down Re
OB 2025-135	2025-12-18	Humboldt Fire Extinguisher Ser	274.17	Supplies & Pai
OB 2025-136	2025-12-18	REACT Waste Management Dist	2,214.54	REACT Curbs
OB 2025-137	2025-12-18	Tremblay Electric	533.21	WTP Replacer

Correspondence:

Source of Correspondence	Description	Action Required by Council
Catterall & Wright	Happy Holiday& Merry Christmas	
Muenster Public Library	Meeting agenda from previous meeting	
Parkland Regional Library	Additional Branch Resources Procedure. It enables municipalities to directly fund additional hrs. at the library and increase staff wages for the Branch Librarian position. An agreement form has been attached	Due by end of Dec
Saskatchewan Crime Stoppers	Asking for support through a donation Statistics of the program results.	Last donated \$100 2021
WSP	Meeting Minutes & Powerpoint slides Nov 14, 2025 Kick off meeting for Climate Change Risk Assessment	Each public building rep needed to assess asset.
Humboldt & District Fire Protection Association	June 26 th ,2025 Minutes for the Meeting of the Board of Directors of the Humboldt & District Fire Protection Association held in the Council Chambers at the RM of Humboldt Office.	
Humboldt & District Fire Protection Association	September 8 th ,2025 Minutes for the Meeting of the Board of Directors of the Humboldt & District Protection Association held via e-mail in Humboldt, SK.	
Sask Lotteries	Application for the 2027-28 Sask Lotteries Trust Fund Community Grant Program (CGP)	Due February 28 th
Horizon School Division	Have a joyful holiday and all best in 2026on behalf of Horizon School Division's Board of Trustees and staff.	
Stars	Wishing a Merry Christmas and a safe New Year	
REACT Waste Management	Ward Meeting 2025 Recap PowerPoint	
REACT Waste Management	General Manager's Report – December 2025	
Humboldt & District Chamber of Commerce	Season's Greetings	