

**VILLAGE OF MUENSTER**  
**Agenda**  
**Regular Meeting of Council**  
**Wednesday November 19, 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 Oct 15, 2025
4. Delegations: Cheryl Chapman, Executive for Donor's Choice
5. Financial Statements
  - a) Bank Reconciliation, Statement of Financial Activities and Balance Sheet for the month of Oct 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:  
-Bylaw Enforcement
10. New Business:
  - a) Climate Risk Assessment WSP
  - b) Financial Transfer of Funds TS Equip and Future Deb Payment
  - c) Ice Rink Cohort Agreement
  - d) Surface Water Drainage 104 Railway Street
  - e) Councillor Annual Public Disclosures
  - f) Coffee with a Councillor
  - g) Auditor Appointment
  - h) Utility Arrears Transfer to Taxes
  - i) Municipal Revenue Sharing Declaration of Eligibility
  - j) Water Loss Data to Date
  - k) Emergency Measures Organization Requires Volunteers, Self Guided 8 Hour online training.
  - l) Muenster Donor's Choice
  - m) Year End Financial Snapshot
  - n) Accessory Building Compliance
  - o) Fire Service Responsibility
  - p) Demolition Permit
  - q) Land Purchase Options
  - r) Canadian Housing Infrastructure Fund
  - s) Nuisance Wildlife Permit
  - t) Insurance Values Review
  - u) Complaint #301 Railway
  - v) Firemen Wages
  - w) Council Remuneration
  
11. Adjourn

**VILLAGE OF MUENSTER**  
**MINUTES OF THE REGULAR MEETING OF COUNCIL HELD**  
**WEDNESDAY, Nov 19 , 2025**

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**PRESENT:**

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

Administrator: Jan Sylvestre  
Foreman: Nick Vanderveen present 6:30 – 10:00 pm  
Delegate : Cheryl Chapman – Donor's Choice 6:30 -6:45pm.

**Res 2025-219**

**CALL TO ORDER:**

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

**Res 2025-220**

**AGENDA:**

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

**MOTION CARRIED**

**Res 2025-221**

**MINUTES:**

a) **Moved by:** Karl Senko  
**Seconded by:** Shane Haeusler  
THAT the minutes of the Regular Meeting of Council held on Wed Oct 15, 2025 at 6:30 pm, be approved.

**MOTION CARRIED**

**Res 2025-222**

**FINANCIAL REPORTS:**

a) **Moved by:** Benji Szautner  
**Seconded by:** Shane Haeusler  
THAT the Statement of Financial Activities and Balance Sheet for the month of Oct, 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 with the addition of Muenster Powder Coating, Stars and Humboldt Music Festival invoices, be approved for payment.

**MOTION CARRIED**

**Res 2025-223**

**CORRESPONDENCE:**

**Moved by:** Kim Fetter  
**Seconded by:** Karl Senko  
THAT the correspondence as per attached listing, having been reviewed, be accepted.

**MOTION CARRIED**

**Res 2025-224**

**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 2025-225**

**LEGAL SERVICES**

**Moved by:** Shane Haeusler

**Seconded by:** Karl Senko

THAT the Village of Muenster seek legal support services from Robertson/Stromburg at this time, be approved.

**MOTION CARRIED**

**Res 2025 - 226**

**TRANSFER OF FUNDS \$22,766.77**

**Moved by:** Shauna Ilg

**Seconded by:** Karl Senko

THAT the Village of Muenster approve the transfer of \$22,766.7 from Operating Cash to Future Subdivision Reserves, be approved.

**MOTION CARRIED**

**Res 2025-227**

**CONTRACTOR BULK FILL CHARGES**

**Moved by:** Shane Haeusler

**Seconded by:** Benji Szautner

THAT the Village of Muenster charge contractors directly hooking up to main line at Water Plant fees \$6.00/1000 gallons for bulk water purchases above the \$29.00/1000 gallons to compensate for the added weight of large carrier vehicles on Village roads, be approved.

**MOTION CARRIED**

**Res 2025-228**

**SURFACE WATER DRAINAGE CONCERN AT 104 RAILWAY STREET**

**Moved by:** Shane Haeusler

**Seconded by:** Benji Szautner

THAT the Village of Muenster acknowledges that elevations in the alley behind 104 Railway Street were assessed by councillors, resulting in confirmation that elevations should handle spring run off. Public Works is to be vigilant in assessing the area, keeping culverts open and clear in the spring , be approved.

**MOTION CARRIED**

**Res 2025- 229**

**COUNCILLOR PUBLIC DISCLOSURE STATEMENTS RECEIVED**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster acknowledge the receipt of Council members updated annual public disclosure statements, be approved.

**MOTION CARRIED**

**Res 2025-230**

**SUBDIVISION SERVICE AGREEMENT TERMS**

**a) Moved by:** Shauna Ilg

**Seconded by:** Benji Szautner

THAT the Village of Muenster request the administration to notify subdivision interests of time limits on existing service agreements, be approved.

**MOTION CARRIED**

**Res 2025-231**

**AUDITOR APPOINTMENT**

**a) Moved by:** Karl Senko

**Seconded by:** Benji Szautner

THAT the Village of Muenster appoint Baker Tilly as the 2025 Financial Auditor , be approved.

**MOTION CARRIED**

**Res 2025-232**

**BOARD OF REVISION**

**Moved by:** Benji Szautner

**Seconded by:** Shane Haeusler

THAT the Village of Muenster appoint Western Municipal as our 2026 Board of Revision, be approved.

**MOTION CARRIED**

**Res 2025-233**

**UTILITY ARREARS TO TAXES**

**Moved by:** Shauna Ilg

**Seconded by:** Karl Senko

THAT the Village of Muenster add utility arrears to taxes for accounts owing over 90 days as necessary after due notice has been served to the accounts, be accepted.

**MOTION CARRIED**

**Res 2025-234**

**MUNICIPAL REVENUE SHARING GRANT - DECLARATION OF ELIGIBILITY**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

The Council of the the Village of Muenster confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing grant;

- Submission of the 2024 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2024 Public Reporting on Municipal Waterworks to the Ministry of Government Relations
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw # 1/2021;
- Adoption of an Employee Code of Conduct Dec 15/2015; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

**MOTION CARRIED**

**Res 2025-235**

**WATER LOSS DATA TO DATE**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

THAT the Village of Muenster recognizes 2025 water loss data to date as presented, be accepted.

**MOTION CARRIED**

**Res 2025-236**

**EMERGENCY MEASURES ORGANIZATION VOLUNTEERS REQUIRED :**

**Moved by:** Karl Senko

**Seconded by:** Kim Fetter

THAT the Village of Muenster council acknowledge the requirement to identify 3-5 Muenster volunteers , who are willing and able to complete the 8 hrs of self paced online phase 1 emergency measures training by the end of Feb 2026, be accepted.

**MOTION CARRIED**

**Res 2025-237**

**MUENSTER DONOR CHOICE**

**Moved by:** Benji Szautner

**Seconded by:** Shane Hauesler

THAT the Village of Muenster write cheques to the Muenster Disaster Fund and the Muenster Facilities Foundation and the Muenster Childcare Center for the 2025 Donor's Choice funds. These organizations are working on achieving their own charitable status going forward.

**MOTION CARRIED**

**Res 2025-238**

**ACCESSORY BUILDING #302 SCOTT STREET**

**Moved by:** Benji Szautner

**Seconded by:** Shauna Ilg

THAT the Village of Muenster, as per Muenster Zoning Bylaw; advise the property owner at #302 Scott Street to pursue the creation of a primary dwelling to enable the processing of building permit approval to allow the addition of an accessory building on site, be accepted.

**MOTION CARRIED**

**Res2025- 239**

**FIRE RESPONSE AND PROVISION OF SERVICE RESPONSIBILITY**

**Moved by:** Shane Haeusler

**Seconded by:** Karl Senko

THAT the Village of Muenster acknowledge the responsibility of providing adequate fire response service to commercial buildings. The Village will confirm that the Muenster Childcare Center Board will install an adequate fire alarm system as part of their building process. The type of alarm is to be determined by the Muenster Childcare Board, Building Inspectors feedback and must meet the standards suggested by Rempel and Municode's advice, be accepted.

**MOTION CARRIED**

**Res2025 - 240**

**LAND PURCHASE**

**Moved by:** Karl Senko

**Seconded by:** Benji Szautner

THAT the Village of Muenster not proceed to make any offer on land at this time, be accepted.

**MOTION CARRIED**

**Res2025 - 241**

**CANADIAN HOUSING INFRASTRUCTURE FUND**

**Moved by:** Karl Senko

**Seconded by:** Benji Szautner

THAT the Council of the Village of Muenster support the application for a Canada Housing Infrastructure Fund (CHIF) identifying the Project:

“Village of Muenster 14 Unit Subdiv Plan & Drinking, Waste and Stormwater Infrastructure Construction”

AND THEREFORE;

Council agrees to:

-Meet legislated standards

-Meet terms and conditions of the CHIF program

-Commit to paying the applicant's share of the eligible costs and ongoing (operating and other) costs associated with the project and

-Ensure legislative and regulatory requirements will or have been met including requirements for a federal environmental assessment process, provincial environmental assessment process, and requirements for Indigenous consultation or engagement.

**MOTION CARRIED**

**Res2025 - 242**

**NUISANCE WILDLIFE PERMIT – BEAVERS WOLVERINE CREEK**

**Moved by:** Kim Fetter

**Seconded by:** Shauna Ilg

THAT the Village of Muenster authorize Karl Senko to apply to Sask Environment for a Nuisance Wildlife Control Permit and trap beavers blocking the culverts in Wolverine Creek within Muenster limits, be accepted.

**MOTION CARRIED**

**Res2025 - 243**

**INSURANCE VALUES**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster acknowledge the presented annual insurance statement of values for asset replacement costs as adequate, to be used for the 2026 proposed insurance application, be accepted.

**MOTION CARRIED**

**\*\*Declaration of Conflict\*\***

**Jan Sylvestre declared a conflict of interest in the matter of paying invoices to Muenster Powder Coating as her family owns and operates this business. Jan did not partake in any discussions regarding invoicing submitted from Muenster Powder Coating and left council chambers at 11:00 pm.**

**Res 2025-244**

**SIDEWALK AT MUENSTER POWDER COATING**

**Moved by:** Shane Haeusler

**Seconded by:** Karl Senko

THAT the Village of Muenster pay \$2,800.00 to Muenster Powder Coating for Services delivered at this time, be approved.

**MOTION CARRIED**

**\*\*Jan Sylvestre rejoined council meeting at 11:10 pm following invoice payment discussions being completed.**

**Res2025 - 245**

**COUNCIL REMUNERATION**

**Moved by:** Shauna Ilg

**Seconded by:** Benji Szautner

THAT the Village of Muenster authorize administration to payout councillor remuneration as per set rates for the 2025 year, be accepted.

**MOTION CARRIED**

**Res2025 - 246**

**VOLUNTEER FIREMEN 2025 REMUNERATION MUENSTER FIRE DEPARTMENT**

**Moved by:** Karl Senko

**Seconded by:** Shauna Ilg

THAT the Village of Muenster authorize administration to payout firemen remuneration as per set rates for the 2025 service year , be accepted.

**MOTION CARRIED**

Res2025 - 247

**ADJOURNMENT**

Moved by: Karl Senko

Seconded by: Benji Szautner

THAT this meeting now adjourn at 11:15 pm.

**MOTION CARRIED**

~~MAJOR - SHAUNA ILG~~

~~ADMINISTRATOR - JAN SYLVESTRE~~

**Acct Payable Cheques Payable**

Ch 9935	2025-10-17	Royal Canadian Legion, Branch	50.00	Rememb
Ch 9936	2025-10-28	Jason Blechinger	315.00	Water S.
Ch 9937	2025-10-28	Jan Sylvestre	4,187.63	Hourly V
Ch 9938	2025-10-28	Newberry, Payge	2,128.55	Hourly F
Ch 9939	2025-10-28	Vanderveen, Nick	4,207.94	Salary
Ch 9940	2025-10-28	Shauna Ilg	487.60	Mayor R
Ch 9941	2025-11-20	Classen, Maria	1,000.00	#12 Phill
Ch 9942	2025-11-20	Golden West Broadcasting Ltd	315.00	Oct 17-3
Ch 9943	2025-11-20	Humboldt Music Festival	50.00	Donatior
Ch 9944	2025-11-20	Muenster Powder Coating	3,800.00	Cement
Ch 9945	2025-11-20	Olynick Water & Sewer Ltd.	912.97	Hydrova
Ch 9946	2025-11-20	R.M. of St. Peter's No 369	888.00	John De
Ch 9947	2025-11-20	S4-6 Regional Development Par	100.00	S4-6 Me
Ch 9948	2025-11-20	Saskatchewan Public Safety Ag	216.45	Fire Dep
Ch 9949	2025-11-20	Saskatchewan Research Coun	637.35	Weekly '
Ch 9950	2025-11-20	Stars	431.00	Stars co

**Acct Payable Online Banking Payments**

OB 2025-103	2025-10-27	M.E.P.P.	3,133.98	Pension C
OB 2025-104	2025-10-27	Receiver General	6,724.42	Staff Pay
OB 2025-105	2025-10-27	S.U.M.A.	1,015.67	Benefits
OB 2025-106	2025-11-20	Affinity MasterCard	2,098.83	Novembe
OB 2025-107	2025-11-20	Bunz Electric Ltd.	19.81	(3) Duct S
OB 2025-108	2025-11-20	C. Wiesner Welding Ltd.	614.94	Fabricate
OB 2025-109	2025-11-20	FasTrack Logistics	75.60	(3) Delive
OB 2025-110	2025-11-20	Humboldt Co-operative Associa	293.02	Fuel for V
OB 2025-111	2025-11-20	Newberry, Payge	35.68	Mileage, I
OB 2025-112	2025-11-20	Office Experts Pro	441.85	EOC Sup
OB 2025-113	2025-11-20	REACT Waste Management Dis	2,208.29	REACT C
OB 2025-114	2025-11-20	Success Office Systems	187.16	Contract I
OB 2025-115	2025-11-20	Vanderveen, Nick	254.60	Nick Mile
OB 2025-116	2025-11-20	WHEELERS Wholesale Ltd.	32.53	Water Me
OB 2025-117	2025-11-20	SaskEnergy	519.87	Lift Stn H
OB 2025-118	2025-11-20	SaskPower	2,529.40	WTP Pow
OB 2025-119	2025-11-20	SaskTel	344.28	Library Pt
OB 2025-120	2025-11-20	SaskWater	10,922.75	2025/10/C
OB 2025-121	2025-11-20	Saskatchewan Health Authority	345.00	Weekly a

**Correspondence November:**

Source of Correspondence	Description
<b>CN</b>	Report of Dangerous Goods through Muenster from: 2025/01/01 to 2025/09/30
<b>Water Security Agency</b>	“2025-26 Channel Clearing & Drainage Project Maintenance Rebate Program”
<b>REACT</b>	Would like to hear feedback as to why we have opted out of the Recycle Cart Program.
<b>St. Peter's Abbey</b>	Decision to not sell at this time.
<b>REACT</b>	Regular Board Meeting Minutes on August 26, 2025
<b>Parkland Regional Library</b>	Parkland Regional Library Annual Meeting – November 1 <sup>st</sup> Agenda and information. Shauna Ilg went.
<b>Wakaw-Humboldt Regional Water Supply System</b>	Consumption History, Financial Picture, and 2024-25 Community Investment
<b>Fishing Lake First Nation and R.M. of Sasman No. 336</b>	Information on the “Grand Opening of Collaborative Roadway Project” and information on the project itself.
<b>CN</b>	Information on snow removal operations, railroad crossings and tips. Info for snow removal operators. CN Police want you to Stay Safe this Winter – Information for the public, this was posted on website and fb.
<b>REACT</b>	REACT Ward Meeting on December 15 <sup>th</sup> at 7 pm at the Canalta Hotel Meeting Room in Humboldt, Sk. If there are any questions that would like to be answered, email it before meeting.
<b>Saskatchewan Common Ground Alliance</b>	SCGA Annual General Meeting December 2 10 am -2 pm CST If interested contact <a href="mailto:executivedirector@scgac.ca">executivedirector@scgac.ca</a>
<b>Safe Communities Humboldt &amp; Area</b>	1. The programs that they did in the last year 2. Undertaking Annual Membership Campaign for 2026. Membership form and benefits to it are included.
<b>Humboldt Co-operative Association Limited</b>	Humboldt Co-op Credit Application Renewal. Must be completed by Dec. 31, 2025
<b>STARS</b>	Asking for donation, every year we donate \$431.00 since 2020,
<b>REACT</b>	Regular Board Meeting Minutes on October 21, 2025