

VILLAGE OF MUENSTER
Agenda
Regular Meeting of Council
Wednesday January 14, 2026 – 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 Dec 17, 2025
 - b) Minutes of the Public Hearing held Wednesday Dec 17, 2025
4. Delegations: 6:30 pm Ralph Hinz
6:45 pm Kevin Adair - Snow
7:30 pm Payge Newberry Re: Public Works Responsibilities
5. Financial Statements
 - a) Bank Reconciliation, Statement of Financial Activities and Balance Sheet for the month of December, 2025.
 - b) Approval of Authorized Accounts Paid and Accounts Payable: as per attached listing.
6. Correspondence: as per attached listing
7. Reports:
 - a) Administrator's Report
 - b) Foreman Report
8. Bylaws and Policies:
 - a) Council Procedures Bylaw #1/2026 *change of reg meeting date *Not approved.*
 - Jan 14, 2026
 - Feb 11, 2026
 - March 11, 2026
 - April 8, 2026
 - April 23, 2026 Budget
 - b) Water and Sewer Rates Bylaw #2/2026
9. New Business:
 - a) Tax Enforcement – 10% interest
 - b) Overdue Water Accounts and Taxes
 - c) Concern for Property line and Building Standards Date Request
 - d) Employee Bond Certificate
 - e) Committee Appointments of Council
 - f) SHL Fees
 - g) Annual Rates
 - h) Council Remuneration
 - i) Salary Reviews
 - j) Suma April 12-14, 2026 in Regina
 - k) Budget Meeting Date April 23, 2026
 - l) RCMP Speed Data
 - m) EMO Volunteer Recruitment
 - n) Village Capital Reserve Signing Authority Updates
 - o) Confirmation of Sewer Lift Station Debenture and WTP Reservoir Debenture Early Payouts.
 - p) Mail in Annual Building Code Official Appointment to Building Standards
 - q) Nuisance Wildlife Control Permit
10. Adjourn

VILLAGE OF MUENSTER
MINUTES OF THE REGULAR MEETING OF COUNCIL HELD WEDNESDAY,
JANUARY 14th , 2026

PRESENT:

Mayor:	Shauna Ilg
Councillors:	Karl Senko
	Kim Fetter
	Shane Haeusler
Administrator:	Jan Sylvestre
Delegates:	Ralph Hinz
	Kevin Adair
	Payge Newberry

Res 2026-001

CALL TO ORDER:

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

Res 2026-002

AGENDA:

a) **Moved by:** Shane Haeusler

Seconded by: Karl Senko

THAT the agenda, as amended, be approved.

MOTION CARRIED

Res 2026-003

MINUTES:

a) **Moved by:** Shane Haeusler

Seconded by: Kim Fetter

THAT the minutes of the Regular Meeting of Council held on December 17, 2025 be approved.

MOTION CARRIED

b) **Moved by:** Shane Haeusler

Seconded by: Kim Fetter

THAT the minutes of the Public Hearing held on December 17, 2025 be approved.

MOTION CARRIED

Res 2026-004

FINANCIAL REPORTS:

a) **Moved by:** Karl Senko

Seconded by: Shane Haeusler

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

MOTION CARRIED

b) **Moved by:** Shauna Ilg

Seconded by: Kim Fetter

THAT the Accounts Payable, as per attached listing, be approved for payment.

MOTION CARRIED

Res 2026-005

CORRESPONDENCE:

Moved by: Kim Fetter

Seconded by: Shane Haeusler

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

MOTION CARRIED

Res 2026-006

REPORTS:

Moved by: Kim Fetter

Seconded by: Karl Senko

THAT the following reports be received as information:

- Administrator's Report as presented by Jan Sylvestre

MOTION CARRIED

Res 2026-007

HINZ SUBDIVISION TERMS:

Moved by: Shauna Ilg

Seconded by: Shane Hauesler

THAT the Village of Muenster request a letter of intent regrading land ownership/Municipal Reserve around the Village Sign site, AND elevations at the completed Phase 1 site located at Lot Block Plan,

AND

allow an extension to Phase 1 Service Agreement timeline extending until March 2027, be accepted.

MOTION CARRIED

*****Delegate, Ralph Hinz was present from 6:30 pm until 8:45 pm *****

Res 2026-008

AP EARTHWORKS SNOW REMOVAL CONTRACTING:

Moved by: Shauna Ilg

Seconded by: Karl Senko

THAT the Village of Muenster contract AP Earthworks for snow removal and grader operation, be accepted.

MOTION CARRIED

*****Councillor Senko was absent from 7:00 pm until 8:00 pm *****

Res 2026-009

MUNICODE Building Inspectors Appointment

Moved by: Shane Haeusler

Seconded by: Karl Senko

THAT the Village of Muenster CERTIFIES THAT

Clayton Meier – BOL332 – Class 3

Ryan Thiessen – BOL357 – Class 3

Shenah Cartier - BOL622 – Class 3

Clint Vargo – BOL798 – Class R3

Kelsey Rebryna – BOL 818– Class R3

Matthew Stepp – BOL807– Class R3

Amanda Kaufmann – BOL885– Class R3

of MuniCode Services Ltd.
HAVE BEEN APPOINTED AS THE BUILDING OFFICIAL
UNDER THE AUTHORITY OF SECTION 16 OF THE
Construction Codes Act , be accepted.

MOTION CARRIED

Res 2026-010

SUMA CONFERENCE APRIL 12-15, 2026 REGINA

Moved by: Kim Fetter

Seconded by: Shauna Ilg

THAT the Village of Muenster allow members of 2026 Council to attend April 2026 Suma Convention and therefore cover the costs associated with sending any councilors to the Suma 2026 Convention, be accepted.

MOTION CARRIED

Res 2026-011

VIRTUAL SUMA SUMMIT January 20th , 2026

Moved by: Shane Haeusler

Seconded by: Shauna Ilg

THAT the Village of Muenster allow CAO, Jan Sylvestre to attend the January 20, 2026 Suma Virtual Summit and therefore cover the registration cost of \$40 + taxes for the online opportunity, be accepted.

MOTION CARRIED

Res 2026-012

GRIEVANCE - BUILDING PERMIT TIMELINES REQUEST

Moved by: Karl Senko

Seconded by: Shane Haeusler

WHEREAS a Demolition Permit was issued by the Village of Muenster on September 29, 2025; and

WHEREAS the permit was issued with a validity period of six (6) months, expiring on March 29, 2026; and

NOW THEREFORE BE IT RESOLVED THAT Council of the Village of Muenster formally recognizes the Demolition Permit issued September 29, 2025 as valid for a six (6) month period ending March 29, 2026,

MOTION CARRIED

Res 2026-013
SHL FEES 2026

Moved by: Kim Fetter

Seconded by: Karl Senko

THAT SHL Rural Pipeline Fees be increased January 2026 as per attached listing, having been reviewed,

2026 Schedule of Fees for SHL WATER TESTING

Annual Fee for Free and Total Chlorine Packs used in sampling **-\$305.00**

~2 pkgs each used every 100 days

Labels for vials 1 pack/20 sheets

-\$60.00/pack

- \$60.00

Daily Testing

January	\$625.00
February	\$625.00
March	\$625.00
April	\$625.00
May	\$625.00
June	\$625.00
July	\$625.00
August	\$625.00
September	\$625.00
October	\$625.00
November	\$625.00
December	\$625.00

2026 TOTAL **\$7,865.00**

be accepted.

MOTION CARRIED

Res 2026-014

BYLAW NO. 2/2026 – WATER RATE BYLAW

a)Moved by: Shane Haeusler

Seconded by: Karl Senko

THAT Bylaw No. 2/2026 – A Bylaw which provides for fixing water and sewer service charges, be read for the first time.

MOTION CARRIED

b)Moved by: Shane Haeusler

Seconded by: Kim Fetter

THAT Bylaw No. 2/2026 – A Bylaw which provides for fixing water and sewer service charges, be read for the second time.

MOTION CARRIED

Res 2026-015

SNOW DUMP:

Moved by: Kim Fetter

Seconded by: Shane Haeusler

THAT the Village of Muenster council allow snow (clean of rocks and debris) to be dumped on the South edge of the Elks Greenspace located West of the Sewer Lift station pumphouse, noting snow shall be kept on the South most edge of this parcel adjacent to the elevator road, be accepted.

MOTION CARRIED

Res 2026-016

EMO VOLUNTEER:

Moved by: Karl Senko

Seconded by: Shauna Ilg

THAT the Village of Muenster council recruit 3-5 volunteers to complete ~8 hours of online EMO training by mid Feb 2026, be accepted.

MOTION CARRIED

Res 2026-017

EMPLOYEE BOND COVERAGE:

Moved by: Karl Senko

Seconded by: Kim Fetter

THAT the Village of Muenster acknowledge the presented 2026 Employee Fidelity Bond Certificate, be accepted.

MOTION CARRIED

Res 2026-018

BUDGET MEETING DATE SCHEDULED 2026:

Moved by: Shauna Ilg

Seconded by: Kim Fetter

THAT the Village of Muenster set the date for the
-2026 Special Budget Meeting of Council for Thursday April 23, 2026 at 6:30 pm, be accepted.

MOTION CARRIED

Res 2026-019

SIGNING AUTHORITY VILLAGE OF MUENSTER CAPITAL ACCOUNT 2026:

Moved by: Shauna Ilg

Seconded by: Shane Hauesler

THAT the Village of Muenster assign Mayor, Shauna Ilg or Deputy Mayor, or Karl Senko signing authority, AND the CAO, Jan Sylvestre for the Village of Muenster Operational account and the Village of Muenster Capital Reserves account, be accepted.

MOTION CARRIED

Res 2026-020

DEBENTURES EARLY PAYOUT FOR WTP AND LIFT STATION:

Moved by: Shauna Ilg

Seconded by: Karl Senko

THAT the Village of Muenster acknowledge that the remaining principal and interest on both the Water Reservoir Debenture and the Lift Station Debenture has been paid out, be accepted.

MOTION CARRIED

Res 2026-021**TAX ENFORCEMENT:****Moved by:** Shauna Ilg**Seconded by:** Karl Senko

THAT the Village of Muenster proceed to place a lien on property parcels

Lots	Block	Plan	Title #	
1-4	02	L211	148551352, 130011657, 94H07239, 94H04725	
02	17	80H05233 Ext 0	138128777	
13	21	102230244	156862862	

, be accepted.

MOTION CARRIED**Res 2026-022****COMMITTEE LIST 2026:****Moved by:** Shauna Ilg**Seconded by:** Kim Fetter

THAT the Village of Muenster accept the 2026 Committee List :

CATEGORY	COMMITTEE	COUNCIL REPRESENTATIVE 2026
Protection:	Animal Bylaw	25 spaces amongst 5 Councillors = 5 assignments each. Traditionally 0 meetings to attend. 1. <u>Shauna Ilg</u>
	Mutual Aid Area, Humboldt and Region EMO RM St Pete's and Region EMO (Biannual meeting – pending)	Traditionally 1-2 meetings to attend. 1. <u>Kim Fetter</u> 2. <u>Shane Haeusler</u>
	Fire Protection RCMP	Traditionally 1 meeting to attend. 1. <u>Shane Haeusler</u>

TS - Transportation	Drainage/Dust	Traditionally 1-2 calls to attend pending. 1. <u>Karl Senko</u> 2. <u>Benji Szautner</u>
	Trees/Grass	Traditionally 0 meetings to attend. 1. <u>Shauna Ilg</u>
	Traffic Bylaw	Traditionally 0 meetings to attend. 1. <u>Shane Haeusler</u> 2. <u>Shauna Ilg</u>
	Equipment Maintenance	Traditionally 1 callout/meeting to attend pending emergencies 1. <u>Karl Senko</u> 2. <u>Benji Szautner</u>

Environment:	Sanitation Environment/REACT	As Required 1-2 meetings to attend / gather research. 1. <u>Shane Haeusler</u> 2. <u>Shauna Ilg</u>
	Health	Traditionally 0 meetings to attend. 1. <u>Kim Fetter</u>

Water & Sewer:	Water Plant/Lagoon	Traditionally 1-2 callouts/meetings to attend pending emergencies 1. <u>Shauna Ilg</u>
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		2. <u>Benji Szautner</u>
	River Pipeline	Traditionally 0 meetings to attend. 1. <u>Karl Senko</u>

Tourism/Economic Development	Regional Tourism Assoc	Traditionally 0 meetings to attend. Depends on Regional initiatives or interest of Council 1. <u>Benji Szautner</u>
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CATEGORY	COMMITTEE	COUNCIL REPRESENTATIVE 2025
Recreation:	<p>Parkland Regional Library – 2024 Muenster Branch Local Board Chair: Amy Yeager Vice Chair: Marina Haeusler Board Delegates:</p> <ul style="list-style-type: none"> • Colleen Hushagen, • Raelene Rude, • Melissa Loehr, • Elaine Blechinger <p>* Local board has no authority to vote at Parkland AGM , only Village Council delegate can vote.</p>	<p>*Attend AGM in Yorkton annually in Oct. in person to cast vote. 1. <u>Shauna Ilg</u></p>
	<p>Muenster Recreation Board 2024 Pres: Chad Hoffman Sec/Treas: Jan Sylvestre Clubs:</p> <ol style="list-style-type: none"> 1. Curl Club- Kent Rueve/Gord Kiefer 2. Before After Program – 3. Library – 4. Muenster School – Chad Hoffman 5. Muenster Sports Club – Marty Yeager/Derek Rude 6. Muenster Ceramics – Jewel Varga 	<p>Traditionally 1 meeting to attend in Nov. 1. <u>Kim Fetter</u></p>
	<p>Muenster Community Center</p> <ul style="list-style-type: none"> • Pres: Megan Haeusler • Vice Pres: Sue Davis • Treas: • Secretary: Jan Sylvestre • Admin: Jenna Novecosky • Helen Engele • Leanne Sylvestre 	<p>Traditionally 0 meetings to attend 1. <u>Shane Hauesler</u></p>
	<p>Muenster Senior's Center Incorp #</p> <ul style="list-style-type: none"> • Cheryl Chapman 	<p>Traditionally 0 meetings to attend 1. <u>Benji Szautner</u></p>
	<p>Communities in Bloom Community Volunteers</p> <ul style="list-style-type: none"> • Diane Blechinger • Janice Korte 	<p>Traditionally 0 meetings to attend 1. <u>Kim Fetter</u></p>
	<p>Muenster Disaster Fund</p> <ul style="list-style-type: none"> • Gord Kiefer • Vern Chapman 	<p>Traditionally 0 meetings to attend 1. <u>Karl Senko</u></p>
	<p>Muenster Facilities Foundation</p> <ul style="list-style-type: none"> • Chad Hoffmann 	<p>Traditionally 0 meetings to attend 1. <u>Benji Szautner</u></p>
	<p>Muenster Donor's Choice Incorporated as a NonProfit Organization #</p> <ul style="list-style-type: none"> • Cheryl Chapman • Doreen Stomp 	<p>Traditionally 0 meetings to attend 1. <u>Shauna Ilg</u></p>

, be accepted.

MOTION CARRIED

Res 2026-023**WILDLIFE PERMIT - BEAVERS:****Moved by:** Shauna Ilg**Seconded by:** Kim Fetter

THAT the Village of Muenster acknowledge the Wildlife Permit with appointed rep, Karl Senko is valid until March 29, 2026, be accepted.

MOTION CARRIED**Res 2026-024****2026 WAGES, RATES AND FEES:****Moved by:** Karl Senko**Seconded by:** Shauna Ilg

THAT the Village of Muenster set the 2026 Rates Fees and Charges as per attached list, be accepted.

MOTION CARRIED

Rates and Fees		2026
Contractor Agreements		
	Contracted Monthly Certified Water/Lagoon Operator	\$300/mo
	Personal Vehicle Allowance Monthly	\$100/mo
	Contracted Operator Labour rate	\$35/hr
Councillor Remuneration		
	Mayor Remuneration	\$500.00/month PLUS \$100.00/meeting attended OR \$150.00/full day meeting attended
	Councillor Remuneration	\$100.00/meeting attended OR \$150.00/full day meeting attended
Mileage		
	Mileage	0.55/km
	Round Trip Distance to Saskatoon	250 km
Office Charges		
	Photocopying	\$0.50/page
	Faxing	\$2.00/Fax
	Tax Certificates	\$30.00/Certificate
	Property Assessment Appeal Fee	\$250.00
	Fee per CAFT NSF transaction	25.00
	"Void and re-issue cheque" Fee	\$25.00
	Heated Office Space 13' x 11'	\$525.00/month
Lot Sales and Land Titles Transfer		

		(* 25% Deposit Required with Signed Agreement) Lot 1 \$34,000 + GST Lot 5 \$42,000 + GST Lot 6 \$45,000 + GST Lot 9 \$45,000 + GST Lot 10 \$42,000 + GST Lot 14 \$34,000 + GST Resolution 2025-144 -build permit obtained within 12 mo OR fined for \$3k -AND -if no occupancy permit within 24 months of purch \$3K fine issued annually until occupancy permit in effect. Build permit within 1 yr or fine Finish build/Occupy home within 2 yr or fine *Sump pump bylaw fines for noncompliance
	Commercial properties	\$31,500.00 Lots 106, 108,
	Curb Deposit	\$1,000.00
	ISC Land Title Transfer Fee	Based on ISC Fee Schedule and Title Value ~\$350 total.
	Placing a Lien on a Property ISC Fee	40.00
	Removing a Lien from a Property	Free
Building Permits and Elevation Surveys		
	Application for Development Permit	\$50 orig applic \$25 for minor variance change to orig applic
	Application for Building Permit	Residential: \$50 + Municode fees + 2 copies of drawings Commercial : \$100 + Municode fees 2 copies of drawings
	Commercial Building Permit Fee <i>-Village Pays Municode/CCA-SK and then Invoices the Builder to recoup cost.</i>	Subject to change: Municode: \$3.85/\$1000 Construction Value CCA – SK: \$3.75/\$1000 Const Value Includes -Plan Exam Report -Framing -Insulation -Final Occupancy Permit
	Elevation Services Fee <i>-Village Pays 3D Design / Meridian and then invoices the builder</i>	Pending Fees: a) Elevation Shoot/Verify footing location \$1200 - \$1500 b) Real Property Report \$800
Utility Install Charges Water/Sewer		
	Meters	No charge to Resident * (meters cost Village ~\$500 each, however Policy is Village owns meter thus they can not be tampered with.)
	Installation of Meter/puck	Village is responsible to install meters and pucks . If new home owner decides to contract a plumber it is at the home owner's expense. Village is responsible for water line breaks up to curb stop, in cases where no curb stop exists Village is resp for water line up to the meter.
Utility Base Rates		

	Water Monthly	\$13.50 Water Base charge \$25.75/1000 imp gallons
	Sewer Monthly	\$14.50 Sewer Base charge
	Water Bulk Sales	\$35.00/1000 imp gallons
	Water Reconnect Fee	\$50.00
Wages:		
	Administrator	\$38.50/hr
	Admin Assistant Level 1	\$24.00/hr
	2026 Foreman Salary	TBD
	Weekend Water Testing	\$35.00/day
	Summer Student 1	\$18.00/hr
	Summer Student 2	\$18.00/hr
Custom Work		
	Patrol/Grader Work	275.00
	Kubota Tractor Work	\$75.00/hr
	Grass Cutting	\$60.00/hr

Res 2026-027

ADJOURNMENT

Moved by: Kim Fetter

Seconded by: Karl Senko

THAT this meeting now adjourn at 10:45pm Wednesday January 14th, 2026.

MOTION CARRIED

MAYOR – SHAUNA ILG

ADMINISTRATOR – JAN SYLVESTRE

Accounts Payable

Ch 9985	2025-12-19	Jason Blechinger	490.00	Wate
Ch 9986	2025-12-19	Jan Sylvestre	3,852.58	Hourl
Ch 9987	2025-12-19	Korte, Glenn	2,150.00	Wate
Ch 9988	2025-12-19	Newberry, Payge	2,145.00	Hourl
Ch 9989	2025-12-19	Shauna Ilg	487.60	Mayc
Ch 9990	2025-12-31	Benning, Rosalie	121.78	Reim
Ch 9991	2025-12-31	Korte, Glenn	3,120.00	Dec (
Ch 9992	2025-12-31	Humboldt Home Hardware	13.31	Ice M
Ch 9993	2025-12-31	Office Experts Pro	342.61	Pape
Ch 9994	2025-12-31	Quality Tire Service Ltd.	483.95	Tube
Ch 9995	2025-12-31	REACT Waste Management Dist	2,201.88	Curbs
Ch 9996	2025-12-31	SaskWater	10,075.46	12/01

Payment #	Date	Vendor Name	Amount	Reference
Ch 9997	2026-01-15	Fed of Canadian Municipalities	267.26	2026-2027
Ch 9998	2026-01-15	Minister of Finance	846.30	2026 Fire l
Ch 9999	2026-01-15	Information Services Corp.	30.00	To retain \$
Ch 10000	2026-01-15	Munisoft	5,451.77	2026 Softv
Ch 10001	2026-01-15	Parkland Regional Library	4,482.40	Levy Towr
Ch 10002	2026-01-15	Quality Tire Service Ltd.	1,744.03	Tire & Mai
Ch 10003	2026-01-15	REACT Waste Management Dist.	11,082.50	Annual Pe
Ch 10004	2026-01-15	Safe Communities Humb. & Area	100.00	2026 Mem
Ch 10005	2026-01-15	Western Municipal Consulting	367.50	2026 Annu

OB Payments

OB 2025-138	2025-12-19	S.U.M.A.	604.04	Benefits
OB 2025-139	2025-12-31	M.E.P.P.	1,548.54	Pensior
OB 2025-140	2025-12-31	Receiver General	1,748.12	Staff Pa
OB 2025-141	2025-12-31	SaskEnergy	1,221.11	WTP H
OB 2025-142	2025-12-31	SaskPower	2,859.47	library/f
OB 2025-143	2025-12-31	SaskTel	342.22	Office F
OB 2025-144	2025-12-31	Saskatchewan Health Authority	69.00	Weekly
OB 2025-145	2025-12-31	Bunz Electric Ltd.	2,777.77	Replaci
OB 2025-146	2025-12-31	Hergott Farm Equipment Ltd.	21.16	Hardwa
OB 2025-147	2025-12-31	Newberry, Payge	48.04	Mileage
OB 2025-148	2025-12-31	Office Experts Pro	84.85	Office S
OB 2025-149	2025-12-31	Strueby Plumbing & Heating	125.99	Senior l

Payment #	Date	Vendor Name	Amount	Reference
OB 2026-001	2026-01-15	Newberry, Payge	13.86	Mileage 0.55/1km
OB 2026-002	2026-01-15	Office Experts Pro	19.85	Hanging File Fold
OB 2026-003	2026-01-15	Spider H.D. Repair LTD.	357.84	Kabota Maintena

Correspondence Listing January 2025

Source of Correspondence	Description	Action Required by Council
Saskatchewan Baseball Hall of Fame & Museum	December 2025 Newsletter	N/A
REACT Waste Management District	Minutes from Regular Board Meeting on November 18, 2025	N/A
Monica Kiefer	Many thanks and deep appreciation for retirement cheque and kind words	
Saskatchewan Public Works Association	Invite to 67th Annual Conference & Tradeshow Feb 24-26, 2026 , in Saskatoon..	
CCASK Construction Code Authority And Municode	They ask that council appoints all the building officials on the following list.	
STARS	Thank you for the generous donation to STARS.	N/A
Wildlife Permit	Valid Beaver trapping until March 31, 2026	N/A
Government of Saskatchewan	Canada Community-Building Fund: Summary of available & allocated funds in municipality.	N/A
SUMA	Virtual SUMA Summit – January 20, 2026 9am-3:30pm	
Safe Communities Humboldt & Area	2026 Membership Campaign: “Only schools whose communities/municipality hold memberships with our organization for the year will be extended an invite to attend this very informative safety program.” Ex of programs: P.A.R.T.Y Program, Farm Safety, Bike Rodeo and Safety Campaign, etc.	In past years we have chosen the Bronze Membership (\$100-\$499).
REACT Waste Management	Voting for Program-Led vs. Community-Led with SK Recycles program.	January 15th: Formal motions will be sent to all municipality Reps’s January 16th (end of day):
SGI	We have been approved for the Provincial Traffic Safety Fund Grant!	

