

VILLAGE OF MUENSTER
Agenda
Regular Meeting of Council
Wednesday February 11, 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 Jan 14, 2026
 - b) Minutes of the Special meeting held Wednesday Jan 22, 2026
4. Delegations: 6:30 pm Sue Davis – Muenster Community Center Receipting
7:00 pm Payton Hinz – Muenster Childcare Center Receipting
5. Financial Statements
 - a) Bank Reconciliation, Statement of Financial Activities and Balance Sheet for the month of January, 2026.
 - 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) Utilities Administration Policy – Disconnecting accounts
 - b) Zoning Bylaw and OCP Bylaw SMB still reviewing
 - c) Charitable Receipting Policy
9. Old Business:
 - a) Charitable Receipting – Muenster Community Center and Muenster Childcare Coop
 - b) Signatures Required – Affinity Auth
 - c) Audit Date Changed to Feb 20th, 2026
10. New Business:
 - a) Standing Notice – Authorize Virtual Attendance of Councillors
 - b) Overdue Water Accounts and Taxes
 - c) Traffic Sign inventory
 - d) Spring Culvert Clearing Tender
 - e) EMO Self Study Homework Feb 13 – March 13
 - f) **Suma April 12-14, 2026 in Regina deadline March 10**
 - g) Muenster Librarian – Cindy Pengelly (Watson), Jenna Novecosky (Muenster)
 - h) Climate Risk Assessment Hazards feedback
 - i) TSL Mechanical Quote
 - j) Budget Meeting Date April 23, 2026
 - k) Zoning Bylaw Case: Mobile Homes vs Tiny Homes vs Secondary Suites vs Campers
 - l) Policy for Development and Building Discussion. Tax incentive response for developers.
 - m) Associated Engineering – Subdivision Concept Plan Engineer Services Proposal
 - n) Admin Assistant Training
 - o) Muenster Sports Club, St. Peters College Political Structure of Joint use facility.
 - p) Watershed - LCDBWA
10. Adjourn

VILLAGE OF MUENSTER
MINUTES OF THE REGULAR MEETING OF COUNCIL HELD WEDNESDAY,

February 11th, 2026

PRESENT:

Mayor:	Shauna Ilg
Councillors:	Karl Senko
	Kim Fetter
	Shane Haeusler
	Benji Szautner
Administrator:	Jan Sylvestre
Delegates:	Sue Davis– Muenster Community Center 6:45pm-7pm
	Jen Helmkey – Muenster Childcare 7pm-7:15pm
	Payton Hinz – Muenster Childcare 7pm-7:15pm
	Andrew Breker – Muenster Childcare 7pm-7:15pm

Res 2026-032

CALL TO ORDER:

Mayor Shauna Ilg called the meeting to order at 6:36 p.m.

Res 2026-033

AGENDA:

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

MOTION CARRIED

Res 2026-034

MINUTES:

- a) **Moved by:** Shane Haeusler
Seconded by: Karl Senko
THAT the minutes of the Regular Meeting of Council held on January 14, 2026 be approved.

MOTION CARRIED

- b) **Moved by:** Shane Haeusler
Seconded by: Kim Fetter

THAT the minutes of the Special Meeting Regarding Utility Arrears Interest Rates held on January 22, 2026 be approved.

MOTION CARRIED

Res 2026-035

FINANCIAL REPORTS:

- a) **Moved by:** Shauna Ilg
Seconded by: Kim Fetter

THAT the Statement of Financial Activities and Balance Sheet for the month of January 2026 be approved as presented by the Administrator.

MOTION CARRIED

b) **Moved by:** Karl Senko

Seconded by: Kim Fetter

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

MOTION CARRIED

Res 2026-036

CORRESPONDENCE:

Moved by: Kim Fetter

Seconded by: Shane Haeusler

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

MOTION CARRIED

Res 2026-037

REPORTS:

Moved by: Kim Fetter

Seconded by: Karl Senko

THAT the following reports be received as information:

- Public Works and Administrator's Report as presented by Jan Sylvestre

MOTION CARRIED

Res 2026-038

DRAINAGE EASEMENT AT #104/105 RAILWAY STREET – MUENSTER CHILDCARE CENTER:

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster pursue and establish a public works easement agreement with the owner at #104/#105 Railway Street to enable access to surface water drainage path and culverts. This easement will have an updated detailed site plan attached, be accepted.

MOTION CARRIED

Res 2026-039

Librarian

Moved by: Shauna Ilg

Seconded by: Kim Fetter

THAT the Village of Muenster recognize the hiring of Librarian, Cindy Pengelly for the Muenster branch of Parkland Regional Library, and send a welcome card on behalf of the Village, be accepted.

MOTION CARRIED

Res 2026-040

COLLABORATION CONVERSATION – ST PETER'S ABBEY, ST PETER'S COLLEGE, MUENSTER SPORTS CLUB AND VILLAGE OF MUENSTER

Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT the Council of the Village of Muenster formally invite executive representatives from St. Peter's Abbey, St. Peter's College, and the Muenster Sports Club to attend a joint meeting with Council to discuss current and potential future collaborative initiatives of mutual interest;

AND THAT the purpose of the meeting be to exchange information and identify opportunities that may inform future strategic planning, strengthen inter-organizational relationships, and support the long-term sustainability and maintenance of private and community-serving assets;

AND FURTHER THAT the proposed meeting dates of April 10, 2026 or May 8, 2026 be approved as initial options for scheduling.

MOTION CARRIED

Res 2026-041

TENDER FOR CULVERT CLEARING

Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT the Village of Muenster issue a public tender for spring culvert clearing at specific marked alley and road intersections where bidding contractors are to ensure road surfaces are not damaged by use of rigging mats during the clearing process and note that if any property damage occurs, the contractor is liable for damages, be accepted.

MOTION CARRIED

Res 2026-042

TSL MAINTENANCE AT SEWER LIFT STATION

Moved by: Shauna Ilg

Seconded by: Shane Haeusler

THAT the Village of Muenster approve the TSL quote to perform valve replacements and maintenance on the Muenster Sewer Lift Station as presented, be approved.

MOTION CARRIED

Res 2026-043

WELDER AND SUPPLIES PURCHASE

Moved by: Benji Szautner

Seconded by: Shane Haeusler

THAT the Village of Muenster approve the purchase of a basic welder and supplies, be accepted.

MOTION CARRIED

Res 2026-044

UTILITIES ADMINISTRATION POLICY

a)Moved by: Shane Haeusler

Seconded by: Karl Senko

THAT The Utility Administration Policy UT Policy #2026-02 which provides for administering water, sewer and garbage service charges, be approved as presented.

MOTION CARRIED

Res 2026-045

LEGAL CONSULTATION

Moved by: Shane Haeusler

Seconded by: Benji Szautner

THAT the Village of Muenster consult legal advice regarding publicizing of false information, be accepted.

MOTION CARRIED

Res 2026-046

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

Chief Administrative Officer – JAN SYLVESTRE

Accounts Payable

Ch 10006	2026-01-30	Jason Blechinger	490.00	Water Samples 11
Ch 10007	2026-01-30	VOID - Cheque Printing	0.00	
Ch 10008	2026-01-30	VOID - Cheque Printing	0.00	
Ch 10009	2026-01-30	VOID - Cheque Printing	0.00	
Ch 10010	2026-01-30	VOID - Cheque Printing	0.00	
Ch 10011	2026-01-30	Jan Sylvestre	4,768.20	Hourly Wage -190
Ch 10012	2026-01-30	Newberry, Payge	2,672.28	Hrly Wage 145.25
Ch 10013	2026-01-30	Shauna Ilg	487.60	Mayor Remunerat
Ch 10014	2026-01-30	Korte, Glenn	3,580.00	Operator Contract
Ch 10015	2026-01-30	Panko, Devlin	280.00	Labour Hours Jan
Ch 10016	2026-02-17	Carlton Trail Reg. College	312.45	2026 Fire Train M:
Ch 10017	2026-02-17	Jan Sylvestre	19.05	Key cut for Lift stn
Ch 10018	2026-02-17	Humboldt Music Festival	50.00	Bach Sponsorship
Ch 10019	2026-02-17	Humboldt Chamber of Commerce	225.00	2026 Membership
Ch 10020	2026-02-17	Humboldt Home Hardware	16.60	(3) Shop Keys (2)
Ch 10021	2026-02-17	Information Services Corp.	30.00	To retain \$200 bal:
Ch 10022	2026-02-17	Lakeview Insurance Brokers (Yor	26,362.76	2026 Insurance Pr
Ch 10023	2026-02-17	Muenster Recreation Board	1,272.00	Sask Lotteries - fm
Ch 10024	2026-02-17	Purolator Inc.	28.17	Shipment from SR
Ch 10025	2026-02-17	S.A.M.A.	6,696.00	2026 Municipal Inv
Ch 10026	2026-02-17	Saskatchewan Research Council	46.20	Jan 6 Water Samp
Ch 10027	2026-02-17	St. Gregor Store	781.20	6 Rolls of Postage
Ch 10028	2026-02-17	S.U.M.A.	44.40	Virtual Summit Re
Ch 10029	2026-02-17	TSL Mechanical	2,164.50	Service and Inspe
Ch 10030	2026-02-27	Jason Blechinger	350.00	Feb Grader Labou
Ch 10031	2026-02-27	Jan Sylvestre	4,136.72	Hourly Wage -161
Ch 10032	2026-02-27	Newberry, Payge	2,773.74	Reg Hrly Wage 14
Ch 10033	2026-02-27	Shauna Ilg	487.60	Mayor Remunerat
Ch 10034	2026-02-27	Korte, Glenn	660.00	Labour Hrs 1 @40
Ch 10035	2026-02-27	Panko, Devlin	480.00	Cert Operator Feb
Ch 10036	2026-02-28	Whitehawk, Carlos	150.00	Whitehawk water r

OB Payments starts at and includes 2026-004

OB 2026-004	2026-01-30	AP Earthwork Solutions	1,050.00	SkidStr &Dun
OB 2026-005	2026-01-30	M.E.P.P.	2,189.96	Pension Cont
OB 2026-006	2026-01-30	Receiver General	4,191.83	Staff Payroll I
OB 2026-007	2026-01-30	S.U.M.A.	829.45	January Bene
OB 2026-008	2026-02-12	Humboldt Co-operative Associatic	2,054.27	Soap and Fill
OB 2026-009	2026-02-12	Munisoft	501.25	HP Laserjet F
OB 2026-010	2026-02-12	Newberry, Payge	19.11	Mileage 34.7
OB 2026-011	2026-02-12	Office Experts Pro	63.14	Letter Size Bi
OB 2026-012	2026-02-12	REACT Waste Management Dist.	2,199.04	Curbside Picl
OB 2026-013	2026-02-12	Sask. Workers Compensation Bd	3,562.68	2026 WCB
OB 2026-014	2026-02-12	Success Office Systems	255.14	Contract BW
OB 2026-015	2026-02-12	VOID - Will pay next month	0.00	
OB 2026-016	2026-02-12	Wheeler's Wholesale Ltd.	27.83	Signal Bulb &
OB 2026-017	2026-02-11	SaskWater	10,027.51	Water Consu
OB 2026-018	2026-02-11	Saskatchewan Health Authority	92.00	Jan 15, 2026
OB 2026-019	2026-02-12	SaskEnergy	1,039.85	WTP Heat Fe
OB 2026-020	2026-02-12	SaskPower	2,623.31	Library/Fireha
OB 2026-021	2026-02-12	SaskTel	340.24	Library Phone
OB 2026-022	2026-02-27	Adair, Kevin	2,105.74	Hourly Wage
OB 2026-023	2026-02-27	M.E.P.P.	2,025.44	Pension Cont
OB 2026-024	2026-02-27	Receiver General	4,236.94	Staff Payroll I
OB 2026-025	2026-02-27	S.U.M.A.	1,028.17	Feb Benefits

Correspondence:

SUMA	2026 SUMA Convention and Tradeshow: April 12-15, 2026
REACT Waste Management District	Regular Board Meeting Minutes held on December 18, 2025
Humboldt District Health Foundation Inc.	Requesting for support of “Heliport Legacy Campaign
SAMA	Annual Meeting held on Wednesday, April 22, 2026, 9am at Prairieland Park in Saskatoon. The theme is “Shaping the Future of Assessment”
REACT Waste Management	Results of the voting for recycling options. The community-led model received the most votes and will be moving forward with the approach.
Muenster Sports Club – Marty Yeager	capital planning list
Humboldt Music Festival Association	The festival will take place March 16-24, 2026,
WSP	Village of Muenster Climate Risk Assessment & Adaptation Plan – Project Monthly Status as of January 23, 2026
Muenster Library Board	Has hired a new Branch Librarian for Muenster Library. Cindy Pengelly
Saskatchewan Ministry of Environment and Water Security Agency	Drinking Water Quality and Compliance for The Village of Muenster 2025 Annual Notice to Consumers
Humboldt & District Chamber of Commerce	February 2026 Newsletter