

# Town of Gravelbourg

## Meeting Minutes

November 16, 2021 - Regular Council Meeting - 07:00 PM

Present:  
Mayor Darcy Stefiuk

Councillors:  
Paul Boisvert  
Sam Hawkins  
Andre Lorrain - Arrived 7:22 pm  
Deanna Pilgrim  
Teresa Williams

CAO: Carol White  
Asst. CAO Kristopher Jahnke

Absent:  
Councillor Raymond Lizee

1. **Meeting Called To Order**

A quorum being present, Mayor Stefiuk called the meeting to order @ 7:03 pm

2. **Conflict of Interest**

None

2021-0517

3. **Adoption of Agenda**

Councilor Williams  
Councilor Pilgrim

That Council adopts the agenda as presented at this meeting.

**Carried**

4. **Adoption of Minutes**

None

5. **Proclamations**

2021-0518

5.1 **Multicultural Week November 20-28**

Councilor Williams  
Councilor Hawkins

That Council approves of the proclamation of November 21-28, 2021 Saskatchewan Multicultural Week in the Town of Gravelbourg that states:

**WHEREAS** the theme of the 2021 Saskatchewan Multicultural Week is "Together We Make Saskatchewan Strong"; and

**WHEREAS** one of the tenets of multiculturalism is that everyone is welcome irrespective of race, color, religion, and sexual orientation; and

**WHEREAS** the Town of Gravelbourg, a Fransaskois community, was settled by pioneers of several culturally different backgrounds who breached these differences to build this community and the people today continue to practice tolerance of others while still remaining proud of their cultural roots;

**THEREFORE**, I, Mayor Darcy Stefiuk, do hereby proclaim November 20 to 28, 2021 as Saskatchewan Multicultural week in the Town of Gravelbourg; and

**THAT** the Council of the Town of Gravelbourg urges residents to visit [www.mcos.ca](http://www.mcos.ca) to find out more information about multiculturalism in Saskatchewan.

**Carried**

6. **Honors and Awards**

None

2021-0519

7. **Public Hearing(s)**

Mayor Stefiuk  
Councilor Boisvert

That the regular meeting of Council be suspended and we move to enter the Public hearing at 7:05 pm

**7.1 Zoning Bylaw Amendment 1491/21**

Mayor Stefiuk declared the hearing, held in accordance with the Planning and Development Act for the purpose of amending the Town's Zoning bylaw number 1403/15 open and requested administration report on the bylaw

**7.1.1 Development Officer's Information**

CAO White advised that the legislated notice was published in two consecutive weeks of the Gravelbourg Tribune. The notice provided opportunity for anyone who wanted to comment on the proposed amendment to the Zoning bylaw regarding clarification of the Development Officer's responsibility as outlined in Section 3:Administration and Interpretation, subsection 3.1.2a. The office did not receive any verbal or written comments either for or against in advance of the public hearing

**7.1.1.1 Call for public comments**

Mayor Stefiuk asked if there was anyone present that wished to speak either for or against the bylaw amendment.

There was no response.

Mayor Stefiuk declared the hearing closed.

2021-0520

**7.1.2 Public Hearing Closure**

Councilor Pilgrim  
Councilor Hawkins

That the Public Hearing be closed and that Council return to the Regular meeting of Council at 7:07 pm

Carried

**8. Delegations**

**8.1 Water Rates**

**8.1.1 David Carrobourg**

David Carrobourg began his verbal presentation to augment the written presentation included in the agenda at 7:09 pm.

2021-0521

**8.1.1.1 Additional delegation time**

Councilor Williams  
Councilor Hawkins

That council provide an additional five (5) minutes for Mr. Carrobourg to continue his verbal presentation.

Carried

2021-0522

**8.1.1.2 Additional delegation time**

Councilor Boisvert  
Councilor Pilgrim

That council provide an additional five (5) minutes for Mr. Carrobourg to continue his verbal presentation.

Carried

**8.1.1.3 Delegation conclusion**

David Carrobourg ended his verbal presentation at 7:22 pm at which time a few questions were asked and answered, concluding at 7:34 pm

**8.1.2 Maria Lepage**

Maria Lepage began her verbal presentation to augment the written presentation included in the agenda at 7:35 pm. She ended her presentation at 7:40 pm. There were no questions.

**8.2 Mayor Stefiuk**

Mayor Stefiuk discussed additional information he had provided to Council. A brief period of questions and answers ensued.

2021-0523

**8.3 Special Meeting**

Councilor Boisvert  
Councilor Williams

That a Special Meeting be held November 25, 2021 to discuss utility rates

**9. Communications**

**9.1 C & M Costley-Exterior Arena Lighting**

Staff investigating solutions and financial implications.

**10. General Information**

2021-0524

**10.1 RCMP Report - October 2021**

Councillor Lorrain  
Councilor Boisvert

Council directs administration to receive and file

**Carried**

2021-0525

**11. Council reports- Committee/Departments Minutes and reports**

Councilor Hawkins  
Councilor Pilgrim

Council directs administration to receive and file items 11.1 to 11.4

**Carried**

**11.1 South West Transportation Planning - October 22, 2021**

**11.2 Gravelbourg & District Museum Minutes September 15, 2021**

**11.3 Sports, Recreation & Culture Committee Minutes September 21, 2021**

**11.4 Public Works Committee Minutes October 18, 2021**

2021-0526

**12. Operational Reports**

Councilor Hawkins  
Councillor Lorrain

Council directs administration to receive and file items 12.1 to 12.4

**Carried**

**12.1 CAO Report**

**12.2 Sports, Culture & Recreation Dept Report - October 2021**

**12.3 Public Works Dept Report - October 2021**

**12.4 Council Follow-Up Report November 16, 2021**

**13. Financial reports**

2021-0527

**13.1 Financial Statements as at October 31 2021**

Councilor Williams  
Councillor Lorrain

That the financial report for the period ending October 31, 2021 be accepted.

**Carried**

2021-0528

**14. Accounts for approval**

Councilor Pilgrim  
Councillor Lorrain

That Council accepts the Accounts Paid and Payable Statement Batch #'s 2021-00140 to 2021-00148 for November 16, 2021 as presented by Administration, and these be attached to and forming part of these minutes.

**Carried**

**15. Unfinished Business**

None

**16. New Business**

2021-0529

**16.1 Municipal Revenue Sharing**

Mayor Stefiuk  
Councilor Boisvert

That Council of the Town of Gravelbourg confirms that the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2020 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
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

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

**Carried**

2021-0530

**16.2 Geographic Information System (GIS)**

Councilor Boisvert  
Councilor Hawkins

That Council directs administration to include the annual amount of \$3,955.00 in future budgets as well as an additional \$2,000 for the first year for other items the town may want to add that are not included as part of the initial implementation.

2021-0531

**16.3 Citizenship Award**

That Council approves of the criteria for the Citizenship award as presented and sets the amount for the award at \$200.00

**Carried**

2021-0532

**16.4 Council Meeting Cancellation**

Councillor Lorrain

That Council resolves to cancel the regular council meetings of December 28th, 2021

**Carried**

**17. Bylaws**

2021-0533

**17.1 Zoning Bylaw Amendment 1491/21 - Second Reading**

Mayor Stefiuk  
Councilor Williams

That Council provides second reading of Bylaw #1491/21, a bylaw to amend the development officer's responsibility in Zoning Bylaw 1403/15.

**Carried**

2021-0534

**17.1.1 Zoning Bylaw Amendment 1491/21 - Third Reading**

That Council provides third and final reading of Bylaw #1491/21, a bylaw to amend the development officer's responsibility in Zoning Bylaw 1403/15

2021-0535

**18. Committee of the Whole, Closed Session**

Councilor Pilgrim  
Councilor Williams

That Council recess to the Committee of the Whole, closed session at 8:18 pm pursuant to Section 120(2)(a) of *The Municipalities Act*, and Part III, Section 16 of the *Local Authority Freedom of Information and Protection of Privacy Act* to discuss land and personnel matters

Those present: Mayor Stefiuk, Councillors Boisvert, Hawkins, Lorrain, Pilgrim and Williams as well as CAO White

**Carried**

2021-0536

**19. Reconvene to Council**

Councilor Boisvert  
Councilor Lorrain

That Council move out of the closed session and reconvene the regular meeting at 9:16 pm

**Carried**

2021-0537

**20. Adjournment**

Councilor Hawkins

That this meeting adjourn at 9:16 pm

**Carried**

*Darcy Stefinik*

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Mayor

*Carol White*

\_\_\_\_\_  
Administrator