

Minutes of a Regular meeting of the Urban Board of Examiners held by video conference this 4th day of March, 2025.

Present: Chairman Ed Sigmeth, Board Members Dawn Luhning and Aileen Garrett & Secretary Brad Hvidston

Call to Order: Meeting was called to order at 2:00pm by Chairman Ed Sigmeth.

Agenda

Luhning That the agenda be approved for this meeting.
Carried

Minutes

Garrett That the Minutes of the December 10, 2024 meeting be approved.
Carried

Permits

Luhning That the following Permits be approved

Name	Municipality	Expiry Date
Teresa Biller	Town of Lampman	March 31, 2025
Jocelyn Rolufs	Village of Manor	March 31, 2025

Carried

Conditional Extensions

Garrett That the following Conditional Extensions be approved:

Name	Municipality	Expiry Date
Nadia Metz	Village of Fairlight	December 31, 2025
Anna Finlay	Town of Mossbank	September 30, 2025
Devan Shorrock	Town of Hafford	December 31, 2025
Sherry Kinney	Village of Waldeck	December 31, 2025
Rene Maitland	Town of Colonsay	December 31, 2025
Christine Seguin	Town of St Walburg	March 31, 2026
Deborah Schaefer	Town of Cut Knife	March 31, 2026
Nicole Hanson	Village of Fillmore	March 31, 2026
Teresa Biller	Town of Lampman	March 31, 2026
Shaelynn Bazarski	Village of Theodore	March 31, 2026
Angela Fetch Muzyka	Town of Ituna	March 31, 2026
Brittany Raymond	Village of Maryfield	March 31, 2026

Carried

Conditional Applications

Luhning That the following Conditional Certificates be issued with the conditions that the applicants:

- Must be mentored for a minimum of 1800 hours; and
- Must complete the LGA or equivalent education; and
- Must have an office inspection prior to applying for a Standard Certificate; and
- Restricted to their current employer; and
- Certificate expires March 31, 2026, however if satisfactory proof of completion of some of the LGA is provided to the board then this certificate may be extended to March 31, 2027.

Name	Municipality	Certificate Number
Heather Sten	Village of Canwood	CD-701
Sarah Sims	Town of Osler	CD-702
Tracey Grandbois	Town of Langenburg	CD-703
Kaitlyn Chenard	Village of Cadillac	CD-704
Lisa Fayant	Village of Lebret	CD-705
Camille Box	Town of Biggar	CD-706
Kaila Montgomerie	Town of Asquith	CD-707
Ashley Horvath-Semenoff	Village of Zenon Park	CD-708
Jocelyn Rolufs	Village of Manor	CD-709

Carried

Standard Applications:

Luhning That the following Standard Certificates be approved:

Melody Temrick	No. S-856
Emella Waiser	No. S-857
Teresa Marshall	No. S-858
Hugh Otterson	No. S-859
Brenda Ottenbreit	No. S-860
Andrea Bell	No. S-861
Brittanny Latoski	No. S-862
Natasha Hykawy	No. S-863
Lisa Ensor	No. S-864
Kim Frolek	No. S-865
Jodie Beattie Flath	No. S-866

Carried

Business:

A request was submitted from the Village of Canwood to appeal Heather Sten's experience time. Heather was employed since April 2024 but only appointed a mentor in December 2024. The Village claims this was an oversight and that a mentor has been working with Heather since her date of hire.

Garrett That Heather Sten's experience be considered to have started April 2024 as per the information obtained from the Village of Canwood.

Standard Certificates – 5 of the 11 Standard Certificate applications came with an office inspection this meeting.

Meeting Date:

Garrett That the next meeting be set for May 6, 2025 at 1:00 pm.

Carried

Adjournment:

Sigmeth That this meeting be adjourned at 2:27 pm.

Carried