

Minutes of a Regular meeting of the Urban Board of Examiners held by video conference this 6th day of May, 2025.

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

Call to Order: Meeting was called to order at 1:00pm by Chairman Ed Sigmeth.

Agenda

Luhning That the agenda be approved for this meeting.
Carried

Minutes

Garrett That the Minutes of the March 4, 2025 meeting be approved.
Carried

Permits

Luhning That the following Permits be approved

| Name | Municipality | Expiry Date |
|--------------------|------------------------|--------------|
| Krystal Staniowski | R.V. of Thode | May 30, 2025 |
| Rena Denise Porter | Village of Paddockwood | May 30, 2025 |

Carried

Conditional Extensions

Garrett That the following Conditional Extensions be approved:

| Name | Municipality | Expiry Date |
|--------------------|-------------------------|-------------------|
| Jennifer McMillan | Village of Kennedy | December 31, 2025 |
| Brenda Hartley | Village of Stenen | March 31, 2026 |
| Krystal Staniowski | R.V. of Thode | March 31, 2026 |
| Lisa Trask | Village of Tessier | March 31, 2026 |
| Amy Kalbfleisch | Town of Duck Lake | May 30, 2026 |
| Shawna Johnson | Town of Sturgis | May 30, 2026 |
| Anganetha Ladner | Village of Mortlach | March 31, 2026 |
| Kelsey Gardiner | N.V. of Buffalo Narrows | March 31, 2026 |
| Vanessa Weber | Village of Goodsoil | May 30, 2026 |
| Tammie Jackson | Village of Torquay | December 31, 2025 |
| Tracey Fey | Village of Invermay | May 30, 2026 |
| Stacey Gifford | Village of Loreburn | May 30, 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 May 30, 2026, however if satisfactory proof of completion of some of the LGA is provided to the board then this certificate may be extended to May 30, 2027.

| Name | Municipality | Certificate Number |
|------------------|-----------------------|--------------------|
| Bev Flath | Village of Speers | CD-710 |
| Jennifer Deold | Village of Frontier | CD-711 |
| Lorelei Booker | Town of Star City | CD-712 |
| Alanna Strangway | Town of St. Brieux | CD-713 |
| Jessica Walker | Town of Hanley | CD-714 |
| Cathy Johnston | Village of Prud'Homme | CD-715 |

Carried

Standard Applications:

Garrett That the following Standard Certificates be approved:

| | |
|---------------|-----------|
| Linda Jansen | No. S-867 |
| Shelby Guliak | No. S-868 |
| Krista James | No. S-869 |

Carried

Advanced Applications:

Luhning That the following Advanced Certificates be approved:

| | |
|--------------------|-----------|
| Jennifer Gritzfeld | No. A2-30 |
|--------------------|-----------|

Business:

Denied or Outstanding Permits

| | | |
|--------------------|--------------------|---------------------|
| Melissa Knihnitski | Village of Clavet | Missing Information |
| Rebecca Parent | Town of Wilkie | No Inspection |
| Shawn Sylvester | Town of Battleford | Not CAO/no sign off |

| | | |
|--------------------|----------------------|-----------------------------|
| Melissa Churchill | Village of Tompkins | Failed Inspection |
| Monique Hare | Village of Leoville | Failed Inspection/no Mentor |
| Brenda Hartley | Village of Hyas | Missing Information |
| Kristine Olson | Village of Alvena | No Mentor |
| Nicole Goldsworthy | Village of Bjorkdale | No proof of education |
| Jessica Walker | Town of Hanley | Missing Information |
| Todd Francis | Town of Battleford | No Mentor |
| Aimee Germain | Town of Cupar | No resolutions |

Business

A letter was received from Jim Puffalt, Prairie Rising Consulting, requesting that the Board allow a one time exemption to Kristen Tokaryk from the Town of Biggar from the mentorship requirements. The request is to allow Kristen Tokaryk to be mentored as the assistant CAO due to the current CAO only having a Conditional Certificate, being mentored herself, so she is not qualified to mentor and sign off on Kristen.

Garrett That the Board of Examiner’s deny Jim Puffalt’s request to allow a one time exemption to the mentorship requirements.

Standard Certificates – 2 of the 3 Standard Certificate applications came with an office inspection this meeting.

Meeting Date:

Luhning That the next meeting be set for September 9, 2025 at 1:00 pm.

Carried

Adjournment:

Sigmeth That this meeting be adjourned at 1:25 pm.

Carried