

**MINUTES**  
**TOWN OF KERROBERT REGULAR COUNCIL MEETING**  
**Wednesday, December 15th, 2021 AT 6:30 PM**

**PRESENT:**

Mayor: Wayne Mock  
Councillors: Heather Wack, Mike Mitchell, Terry Dunn, Chad Tetzlaff, Brad Murphy  
Absent: Del-Marie Kissick, (with regrets)  
Staff: Tara Neumeier  
Public: None

**CALL TO ORDER:**

Mayor Wayne Mock called the meeting to order at 6:30 p.m.

**ADDITIONS TO AGENDA:**

**PUBLIC MEETING:**

Amendments to the Fire Levy Bylaw 1077-21 and accompany handouts  
Zoning Amendments with Bylaw 1078-21 and accompanying handouts  
The mayor opened the public meeting at 6:33 p.m.  
No public was in attendance  
The Mayor closed the public meeting at 6:38 p.m.

**APPROVAL OF MINUTES:**

424/2021 Mitchell:  
That the minutes from the Regular Meeting of Council of the Town of Kerrobert held on November 24, 2021 be approved. Further, that they be filed in the Municipal records.

Carried

**MANAGEMENT REPORTS:**

425/2021 Tetzlaff:  
That the Administration Report dated December 15th, 2021 be accepted. Further that it be filed in Municipal records.

Carried

426/2021 Wack:  
That Operations Team members Kyle Johnson and Jim Schlosser be approved to attend the Public Works Conference in February 2022.

Carried



427/2021 Dunn:  
That the Administrator proceed with paying off the Credit Union Regional Landfill Loan with the contingency refund cheque received from WRLI plus whatever funds are needed from the Landfill Reserve account.

Carried

428/2021 Mitchell:  
That the Administrator be approved to purchase a new photocopier for the office from Konica Minolta and enter into a service contract for a period of 5 years.

Carried

429/2021 Tetzlaff:  
That the Administration Trackers dated December 15th, 2021 be accepted. Further that they be filed in Municipal records.

Carried

430/2021 Dunn:  
That the Operations report including work order trackers dated December 9th, 2021 be accepted Further, that it be filed in the Municipal records.

Carried

**APPROVALS:**

431/2021 Mitchell:  
That the Employee Payroll Summary Report be accepted. Further, that it be filed in the Municipal Records.

Carried

432/2021 Dunn:  
That the List of the Proposed Payments as of December 13th, 2021 totalling \$153,818.84 be approved. Further that the List of Proposed Payments be attached as per Schedule "A" which shall form part of these minutes.

Carried

433/2021 Murphy:  
That the detailed Bank Reconciliations dated November 30th, 2021 for the General Chequing, ICIP and SCF chequing accounts be approved. Further that they be filed in the Municipal records.

Carried

434/2021 Tetzlaff:  
That the Administrator be authorized to attend the 2021 SUMA Convention in Regina April 3-6<sup>th</sup> with the applicable fees being paid by the town.

Carried

435/2021 Dunn:  
That the Treasurer for the Town of Kerrobert be authorized to proceed with taking final Title under the Tax Enforcement Act for Lots 25 Block 2 Plan G64 and Lots 34-35 Block 38 Plan G162.

Carried

436/2021 Murphy:  
That the Town of Kerrobert renew the MITS Service Agreement with SaskTel for a three year Term.

Carried

**COMMITTEES & OUTSIDE BOARDS:**

437/2021 Mitchell:  
That the Police Reports dated for October 31<sup>st</sup> and November 30<sup>th</sup> 2021 be accepted for information. Further, that they be filed in the Municipal records.

Carried

438/2021 Tetzlaff:  
That the LM Bylaw Enforcement Report for November 2021 be accepted for information. Further, that it be filed in the Municipal records.

Carried

439/2021 Tetzlaff:  
That the 2021 Primary Audit Report be accepted for information. Further, that it be filed in the Municipal records.

Carried

**CORRESPONDENCE:**

440/2021 Wack:  
That administration be approved to sign the Heritage Grant Agreement for \$30,000 that was awarded for the restoration of the courthouse stairs.

Carried



**BYLAWS:**

441/2021 Dunn:  
That Bylaw No. 1077-21, commonly known as the Fire Levy Bylaw, a Bylaw to Authorize a Special Tax for the Provision of Fire Services and Fire Call Out Services within the Town of Kerrobert Limits be read a second time.

Carried

442/2021 Tetzlaff:  
That Bylaw No. 1077-21, commonly known as the Fire Levy Bylaw, a Bylaw to Authorize a Special Tax for the Provision of Fire Services and Fire Call Out Services within the Town of Kerrobert Limits be read a third time and hereby adopted. Further that Bylaw No 1077-21 be attached as per Schedule "B" which shall form part of these minutes.

Carried

443/2021 Murphy:  
That Bylaw No. 1078-21, A Bylaw of the Town of Kerrobert to Amend Bylaw No. 995-14 Known as the Zoning Bylaw be read a second time.

Carried

444/2021 Wack:  
That Bylaw No. 1078-21, A Bylaw of the Town of Kerrobert to Amend Bylaw No. 995-14 Known as the Zoning Bylaw be read a third time and hereby adopted. Further that Bylaw No 1078-21 be attached as per Schedule "C" which shall form part of these minutes.

Carried

445/2021 Dunn:  
That the Town of Kerrobert grant approval of the Discretionary Use of a Campground located on Lots 23-28 Block 3 Plan G64, as well that a tiny home will be allowed for the single detached dwelling for the campground owner or operator.

Carried

**NEW BUSINESS:**

446/2021 Mitchell:  
That the Administrator be authorized to sign the Authorization to Release Utility Consumption Information Form to allow Solarcor Energy to provide a free estimate for the design and Feasibility study for Solar Panels on the Arena and PCC to assist in an application to the ICIP Community Culture & Recreation Stream Grant.

Carried

447/2021 Murphy:  
That the Committee and Outside Board Appointments as presented by the Administrator be approved for the 2022 Calendar year, with the adjustment of removal of the North West Resource Corridor Planning Commission appointments. Further that it be attached as per Schedule "D" which shall form part of these minutes.

Carried



448/2021 Tetzlaff:  
That Council go into a Closed Meeting, subject to Section 120 of The Municipalities Act Local Authority Freedom of Information and Protection of Privacy Part III Sec.23(h) at 7:30 p.m.

Carried

449/2021 Mitchell:  
That Council conclude the Closed Meeting and resume the Regular Meeting of Council at 8:23 p.m.

Carried

450/2021 Dunn:  
That the tender received for 630 Manitoba Ave be rejected. Further, that the Town of Kerrobert counter-offer with a price that is more consistent with other tax title properties that have sold in the past 2 years.

Carried

451/2021 Tetzlaff:  
The Council for the Town of Kerrobert approve the payment of the annual Christmas Bonus cheques for staff as presented by the Administrator, as well as approval for the purchase of winter coats for the full-time operation team members.

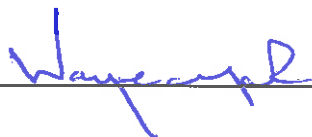
Carried

**ITEMS NO ACTION TAKEN:  
ROUND TABLE:  
ADJOURNMENT:**

452/2021 Murphy:  
That the meeting adjourns at 8:46 p.m.

Carried

Certified to be a true and correct  
Copy of the Regular meeting of  
Council held December 15, 2021

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer  
Town of Kerrobert

Report Date  
 2021-12-13 12:27 PM

TOWN OF KERROBERT  
 List of Accounts for Approval  
 As of 2021-12-13  
 Batch: 2021-00064 to 2021-00066

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
<b>Bank Code: AP - AP-GENERAL OPER</b>					
Computer Cheques:					
27744	2021-11-22	<b>SGI</b> 744LFJ 2021	Handi Bus reg/insurance	1,405.86	1,405.86
27745	2021-12-15	<b>Bahm's Auto Service &amp; Supply</b> Nov 2021	Monthly Charges	636.40	636.40
27746	2021-12-15	<b>Barco Products - Canada</b> SOCAN9529	Two Tone panel waste	2,134.06	2,134.06
27747	2021-12-15	<b>Berg Chilling Systems</b> 2997	squealling compressor	863.58	863.58
27748	2021-12-15	<b>Canada Post Corporation</b> 9803675796	Water Analysis Postage	30.62	30.62
27749	2021-12-15	<b>D'LUX Archery &amp; Hardware</b> Nov 2021	Monthly charges	3,809.25	3,809.25
27750	2021-12-15	<b>DNOW Canada ULC</b> 915536330 915557428	safety glasses compressor belt	18.92 492.62	511.54
27751	2021-12-15	<b>Dr Saw</b> 222323	2020 invoice never rec'd	168.00	168.00
27752	2021-12-15	<b>Ekencrantz, Darrell</b> Dec Cell-01	Cell Phone subsidy	35.00	35.00
27753	2021-12-15	<b>Gareau, Armand</b> Dec Cell-06	Cell Phone Subsidy	35.00	35.00
27754	2021-12-15	<b>Gillies, John</b> Nov 2021	Nov 2021	1,430.00	1,430.00
27755	2021-12-15	<b>Golden West Broadcasting Ltd.</b> CH xmas Adv2021	xmas party-	294.00	294.00
27756	2021-12-15	<b>Information Services Corp</b> Nov 2021	TTP set up Poteet/look titles	135.10	135.10
27757	2021-12-15	<b>Jensen Stromberg</b> Nov 2021	2021 Interim Audit	2,775.00	2,775.00
27758	2021-12-15	<b>Johnson, Kyle</b> Dec 2021-06	Cell Phone Subsidy	35.00	35.00
27759	2021-12-15	<b>Kerrobot Backhoe Service</b> 14655	excavate and repair curbstop	1,332.00	1,332.00
27760	2021-12-15	<b>Kerrobot Bakery</b> 17202	Buns for midnight lunch	52.00	52.00
27761	2021-12-15	<b>Kerrobot Reddimart</b> 774917	Meat trays	188.70	188.70
27762	2021-12-15	<b>Kerrobot Volunteer</b> Time Sheet 2021	Yearly timesheet	15,706.34	15,706.34
27763	2021-12-15	<b>Kipling, Chris</b>			

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27764	2021-12-15	Tiger Automotiv KLD Wellness Foundation Inc. 2021 levy-02	T2 series LED kit x 3 2021 Doctor Retention	718.19 11,275.95	718.19 11,275.95
27765	2021-12-15	Klug, Jo-Ann CIB tree decor	CIB festival of tree decoratio	87.77	87.77
27766	2021-12-15	Konica Minolta Busn Solutions 276700286	4554bw &3208colour	445.48	445.48
27767	2021-12-15	LM By-Law Enforcement 7	Dogs at large problem	1,449.00	1,449.00
27768	2021-12-15	Loraas Environmental Services Nov 2021-01	Nov 2021 waste/recycling	20,033.49	20,033.49
27769	2021-12-15	Mike's Septic Service 27	Sewer line cleanup	425.25	425.25
27770	2021-12-15	MunlSoft 02588	Oct-Dec EMA warranty	13.88	13.88
27771	2021-12-15	Murphy, Brad Dlux Richie Bros	Toliet Flushers Pressure Washer 2021 Easy Klee	271.94 2,442.00	2,713.94
27772	2021-12-15	wrong vendor			
27773	2021-12-15	Neumeier Tara Dec 2021-04	Cell Phone Subsidy	35.00	35.00
27774	2021-12-15	Northbound 210843	railway rezone/consult admin	360.94	360.94
27775	2021-12-15	Prairie Sky Treasures 329	Oakdale/Charteris-Zamboni	355.20	355.20
27776	2021-12-15	Pralrie Branches 5	Odd Jobs	150.00	150.00
27777	2021-12-15	Press Herald Publications Ltd. GCC00187417	One year subscription	40.01	40.01
27778	2021-12-15	Publishing Plus 3160	table cloth rental for party	228.66	228.66
27779	2021-12-15	Quadient Canada Ltd. 625998	Lease Payment	584.97	584.97
27780	2021-12-15	Reinbold Electric Ltd. 13160 13206 13198 13142 13221 13280 13222	Exhaust fan at WTP Investigate Air unit at WWTP Re:control transformer /dialle Various work at facilities Replace heater in chlorine roo amonia alarm/auto dialer Replace yard lights Hillside	133.60 83.25 629.53 903.85 423.63 342.25 437.02	2,953.13
27781	2021-12-15	Rev Energy Services Ltd. 21798	check for slow leak on tires	249.75	249.75

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27782	2021-12-15	<b>Rocky Mountain Phoenix</b> 132409	Red LED light	301.37	301.37
27783	2021-12-15	<b>Ryan Rob</b> Dec cell-0-02	cell Phone Subsidy	35.00	35.00
27784	2021-12-15	<b>Volded by the print process</b>			
27785	2021-12-15	<b>Saskatchewan Research Council</b> 1220048	Water Analysis	27.56	
		1220250	Water Analysis	27.56	
		1218897	Water Analysis	27.56	
		1219011	Water Analysis	27.56	
		1219174	Water Analysis	165.38	
		1219175	Water Analysis	27.56	
		1218520	Water Analysis	27.56	
		1218522	Water Analysis	27.56	
		1218344	Water Analysis	82.69	
		1219584	Water Analysis	27.56	
		1219861	Water Analysis	27.56	
		1219585	Water Analysis	55.13	
		1219862	Water Analysis	55.13	
		1220876	Water Analysis	27.56	
		1218047	Water Analysis	27.56	661.49
27786	2021-12-15	<b>Schlosser, James</b> Dec2021-06	Cell phone subsidy	35.00	35.00
27787	2021-12-15	<b>Shepherd Marli</b> Cell - Dec 2022	Cell phone subsidy	35.00	35.00
27788	2021-12-15	<b>Your Southwest Media Group</b> 4172	Public notice railway zoning	255.95	
		4184	For Sale by Tender TTP	118.13	374.08
27789	2021-12-15	<b>Sperling Contracting</b> 2021-29	put up gazebo	2,799.60	2,799.60
27790	2021-12-15	<b>Jan Taylor</b> 12	Catering for Xmas party	4,200.24	4,200.24
27791	2021-12-15	<b>Technical Safety Authority</b> ER-00010577	Elevating Conveyance Lic.	120.00	120.00
27792	2021-12-15	<b>Town Of Kerrobert</b> Nov 21-05	Nov W/S Bills	1,598.84	1,598.84
27793	2021-12-15	<b>Town Of Kerrobert</b> Dec /2021-04	Roll #132-Voykin Tax Payment	126.00	126.00
27794	2021-12-15	<b>T-R-Zee TreeCare &amp; Landscaping</b> 397	Trim up damaged tree-Bicks	500.00	500.00
27795	2021-12-15	<b>Vollman, Jerry</b> Dec 2021-06	Cell Phone Subsidy	35.00	35.00
27796	2021-12-15	<b>Wack, Heather</b> costco	Festival of trees-phillipsdual	59.88	
		Fridge Prize	Santa Fridge and Liquor	655.69	715.57

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TOWN OF KERROBERT  
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27797	2021-12-15	<b>White Buffalo Mobile Services</b> 625	change distributor cap & rotor	184.63	184.63
27798	2021-12-15	<b>Western Regional Landfill Inc.</b> Oct/Nov 2021	Landifil empties Oct/Nov	1,510.00	1,510.00
27799	2021-12-15	<b>Zee Medical Service Co.</b> 185487 185493	Phillips Smart Pads Replenish medical kit CH	92.44 36.91	129.35
27800	2021-12-15	<b>Zerr, Brent</b> Amazon Shop Easy	Flashlights/Batteries Drinks	227.13 156.36	383.49
27801	2021-12-15	<b>Dunn, Terry</b> June-Dec 2021	June-Dec/ council renum	1,285.00	1,285.00
27802	2021-12-15	<b>Kissick, Del-Marie</b> June-Dec 2021	June=Dec 2021	1,200.00	1,200.00
27803	2021-12-15	<b>Mitchell, Michael</b> June-Dec 2021	June-Dec Council remuneration	1,950.00	1,950.00
27804	2021-12-15	<b>Mock, Wayne</b> Renum - 2	Renumeration June-Dec	4,725.00	4,725.00
27805	2021-12-15	<b>Murphy, Brad</b> June-Dec/2021	June-Dec Council Renumeration	1,320.00	1,320.00
27806	2021-12-15	<b>Neil Charterls Reclamation Ser</b> 21124	dust control McPh/Lanigan	2,109.67	2,109.67
27807	2021-12-15	<b>Tetzlaff, Chad</b> June-Dec 2021	June-Dec Council Renumeration	1,165.00	1,165.00
27808	2021-12-15	<b>Wack, Heather</b> June-Dec 2021	June-Dec council remuneration	1,730.00	1,730.00
Other:					
20211122-Man	2021-11-22	<b>Receiver General Of Canada</b> Nov 2021-02	Nov 2021 Remittance	14,651.62	14,651.62
20211122-Man	2021-11-22	<b>Municipal Employees'</b> Nov 2021-07	Nov 2021 MEPP remit	8,984.78	8,984.78
20211208-Man	2021-12-08	<b>Minister of Finance</b> Nov 2021-01	Nov 2021 EPT return	12,413.26	12,413.26
20211212-Man	2021-12-12	<b>Millsap Fuel Distributors</b> 40884/40227	Fuel for Nov 2021	1,653.56	1,653.56
20211212-Man	2021-12-12	<b>Poullin's Pest Control</b> 1417791	Monthly pest control	89.31	89.31
20211212-Man	2021-12-12	<b>Collabria Mastercard</b> Nov 2021	November Charges	2,605.53	2,605.53
20211212-Man	2021-12-12	<b>Access Communications Co-op Lt</b> Dec 2021-01	cable	130.60	130.60
20211212-Man	2021-12-12	<b>Quadient Canada Ltd.</b>			

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TOWN OF KERROBERT  
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		Dec Payment-05	Postage for Postage Machine	800.00	800.00
20211212-Man	2021-12-12	SaskEnergy Nov 2021-03	Nov 2021	5,520.69	5,520.69
20211212-Man	2021-12-12	SaskPower Nov 10,2021	Pool Power	81.20	81.20
20211212-Man	2021-12-12	SaskTel Cmr Nov 2021—01 Nov 2021	Nov 2021 Cell Phones Nov 2021 Phone	305.13 1,030.77	1,335.90
20211212-Man	2021-12-12	SaskWater SW073924	Sept Water operator	2,625.00	2,625.00
				Total for AP:	153,818.84

Certified Correct Dec 15th 2021

Mayor Wayne Mock

Schedule "B"  
Dec. 15/21 Reg. Council  
Meeting

**TOWN OF KERROBERT  
BYLAW NO. 1077-21**

**A BYLAW TO AUTHORIZE A SPECIAL TAX FOR THE PROVISION OF FIRE  
SERVICES AND FIRE CALL OUT SERVICES WITHIN THE TOWN OF  
KERROBERT LIMITS.**

The Council of the Town of Kerrobert, in the Province of Saskatchewan, enacts as follows:


1. A Special Tax be levied against all properties with taxable assessment within the Town of Kerrobert, for the provision of fire services and fire call out services, including those related to CO2 alarms and leaks, at residential homes and businesses within the Town of Kerrobert limits.
2. This bylaw does not include 911 and Rescue Service callouts. Those will be billed to the individual as it would be covered through Saskatchewan Health and personal health insurance coverage.
3. This bylaw does not include motor vehicle (as defined by SGI Canada) accidents within town limits. The fire department costs for those calls would be billed to SGI as they are eligible as an insurance claim.
4. If there is an accident that involves an ATV, Snowmobile or Golf Cart the owner of the personal vehicle is responsible for the cost of the Fire and Rescue service, not the Town of Kerrobert. There are personal insurance options available to the owner of such vehicles.
5. The tax rate of \$150.00 per taxable Commercial and Industrial assessment, and the tax rate of \$50.00 per taxable Residential assessment to be levied against all assessed owners of land according to their respective parcel of land.
6. The purpose of this levy is to build a Reserve Fund that will pay for the above services as well as it may be used to help pay for the Fire Department Capital purchases.
7. Any person who considers that an error or omission was made in the application or calculation of the special tax on his or her property may notify the municipality in writing requesting the council to review the application or calculation of the tax rate regarding the property in question.
8. The administrator will notify any persons, of the time and date in which council will meet to hear the review of any such requests.

**TOWN OF KERROBERT  
BYLAW NO. 1077-21**

9. The taxes that are levied will be added to the tax roll as a special assessment against the property, when they become due and payable, and are recoverable in the same manner as other taxes.
10. That Bylaw No. 997-14 is hereby repealed.

SEAL



  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Administrator

Read 1<sup>st</sup> time: November 10th, 2021  
Read 2<sup>nd</sup> time: December 15, 2021  
Read 3<sup>rd</sup> time and adopted: December 15, 2021

Schedule "C"  
Dec 15/21 Regular  
Council Meeting

**TOWN OF KERROBERT**  
**BYLAW No. 1078-21**  
**A BYLAW OF THE TOWN OF KERROBERT TO AMEND BYLAW No.**  
**995-14 KNOWN AS THE ZONING BYLAW**

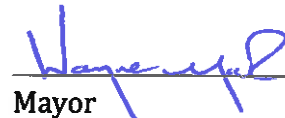
The Council of the Town of Kerrobert, in the Province of Saskatchewan, enacts this bylaw to amend Bylaw No. 995-14 as follows:

1. The **Zoning District Map** referred to in subsection 6.2, is amended by rezoning from **LIGHT INDUSTRIAL DISTRICT - IND1** to **RESIDENTIAL MULTIPLE DWELLING DISTRICT - R2** all of: Lots 1-6, Block 21, Plan G162 Ext. 0; Lots 1-6 and 9-16, Block 4, Plan G64 Ext. 0; and, Lots 7-28, Block 3, Plan G64 Ext. 0, as shown within the bold-dashed line on the map attached to and forming part of this bylaw as Schedule "A".

**This bylaw shall become effective upon adoption by Council.**



SEAL

  
Mayor



Municipal Administrator

Read a first time this 10th day of November, 2021.

Read a second time this 15th day of December, 2021.

Read a third time and adopted this 15th day of December, 2021.

Schedule "A" to Bylaw No. 1078-21



Note: Proposed boundaries for rezoning follow the exact exterior legally surveyed boundary of the lots described in the bylaw.

Schedule "D"  
Dec. 15, 2021 Regular  
Council Meeting

**TOWN OF KERROBERT  
COMMITTEES and OUTSIDE BOARDS – 2022**

Zerr:

That we refrain from naming Committees of Council such as Transportation, Utilities, etc. in an effort to engage all of Council in decision-making and further that representatives to outside boards be made as per Schedule "E".

Carried

**GENERAL GOVERNMENT:**

**PROTECTIVE SERVICES:**

**TRANSPORTATION SERVICES:**

**PUBLIC HEALTH AND WELFARE SERVICES:**

**RECREATION AND CULTURAL SERVICES:**

**WATER AND SEWER SERVICES:**

**DEVELOPMENT COMMITTEE:**

**Deputy Mayor:** Councilor Del-Marie Kissick

**TOWN OF KERROBERT  
COMMITTEES and OUTSIDE BOARDS – 2022**

Kerrobot Cemetery Committee	Brad Murphy Chad Tetzlaff
Kerrobot Chamber of Commerce	Wayne Mock Terry Dunn
Fire Department	Wayne Mock Del-Marie Kissick
KLD Foundation Inc. & Doctor Recruitment Committee	Brad Murphy Del-Marie Kissick
Pioneer Haven Board	Chad Tetzlaff Brad Murphy
Western Regional Landfill Executive	Terry Dunn
Western Regional Landfill AGM	Terry Dunn Mike Mitchell
Wheatland Regional Library	Heather Wack Del Marie Kissick
Kerrobot Recreation Board	Mike Mitchell Heather Wack
Community Futures Meridian Region	Wayne Mock
West Central Municipal Government Committee	Wayne Mock
Luseland Development Appeals Board Combined with Luseland Board of Revision	Del-Marie Kissick Terry Dunn Chad Tetzlaff Tara Neumeier, Secretary
Kerrobot Development Appeals Board Combined with Kerrobot Board of Revision	Neil Kennedy Kathy Wurz Candice Kraft Karyl Y. Richardson, Secretary
Courthouse Committee	Heather Wack
North West Resource Corridor Planning Commission	Chad Tetzlaff Brad Murphy

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**TOWN OF KERROBERT  
COMMITTEES and OUTSIDE BOARDS – 2022**

**January, 2021**

**Town Solicitor**

**Sheppard & Millar**

**Auditor**

**Jensen Stromberg**

**Kerrobot Fire Chief**

**Brent Zerr**

**Pest Control Officer**

**Dwain Kopp**

**Planning & Development**

**Northbound Planning**

**Bylaw Officer**

**LM Bylaw Enforcement  
(Luc Morin)**

**Office Staff to give Notice of  
Special Meetings (in lieu of  
Administrator)**

**Veronica Smith**