

**Minutes of the First Meeting of the Council of the Rural Municipality of Cana No. 214**  
**Held Tuesday the 17<sup>th</sup> day of November, 2020**  
**In the Municipal Office at 110-5<sup>th</sup> Avenue East, Melville, Saskatchewan**

**Present:**

Reeve -	Brian Reinson
Councillor Division 2 -	Nelson Yelle
Councillor Division 3 -	Tim Chaban
Councillor Division 4 -	Darcy Gembey
Councillor Division 5 -	Tim Beres
Councillor Division 6 -	VACANT
Administrator -	Kali Tourney
Assistant Administrator -	Chrissy Bodnarchuk
Patrol Operator -	Grant Shyngera – Electronic Participation
Patrol Operator -	Blair Rathgeber – Electronic Participation

**Absent:**

Councillor Division 1 - Scott Edlin

**Call to Order:**

A quorum being present, Reeve Brian Reinson called the meeting to order at 9:00 a.m.

**Oath of Office:**

Reeve Brian Reinson and Councillors Tim Chaban and Tim Beres subscribed to their Oath of Office as required by *The Municipalities Act*. Councillor Scott Edlin's Oath of Office was filed with the Administrator on November 12, 2020.

**Meeting Through Electronic Means**

**271/20** **Gembey:** That the Council for the R.M. of Cana No. 214 grant approval for the use of electronic means to conduct this meeting in accordance with Section 125 of *The Municipalities Act* for the purpose of mitigating the spread of COVID-19.

**Carried.**

**Election Results:**

**272/20** **Gembey:** That the Council for the R.M. of Cana No. 214 acknowledge the Declaration of Results as provided by the Returning Officer for the 2020 General Election.

**Carried.**

**Minutes:**

**273/20** **Chaban:** That the minutes of the Regular Meeting of Council held October 13, 2020 be approved as presented.

**Carried.**

*Councillor Nelson Yelle entered the Council Chambers (9:02 a.m.)*

**Financial Reports:**

**274/20** **Gembey:** That the Statement of Financial Activities and the bank reconciliation for the month of October 2020 be accepted as presented.

**Carried.**

**Accounts:**

**275/20** **Chaban:** That the accounts in the amount of \$110,844.50 as indicated on the list attached hereto and forming part of these minutes be approved for payment.

**Carried.**

**Correspondence:**

**276/20** **Yelle:** That the following correspondence having been read now be filed:

a) Ministry of Government Relations	Gas Tax IIP 1920-005068
b) APAS	Advocacy Update
c) APAS	Elected Representative
d) Ministry of Highways	Specific Claim File 714.37
e) ECTPC	Annual General Meeting
f) Miller Moar Grodecki Kreklewich & Chorney	Audit Planning Letter

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|----|---|--|
| g) | Miller Moar Grodecki Kreklewich & Chorney | Letter of Engagement   |
| h) | SARM                                      | Fidelity Bond Self-Insurance                                 |
| i) | SARM                                      | New Cyber Liability Coverage                                 |
| j) | SARM                                      | Liability Self-Insurance Plan                                |
| k) | SARM                                      | Excess Liability Insurance                                   |
| l) | Ministry of Highways                      | Winter Weight Restriction Bulletin                           |
| m) | S/Sgt. Jeff Simpson                       | Yorkton Detachment Monthly Occurrence Summary                |
| n) | S/Sgt. Ryan Frost                         | RCMP Combined Traffic Services Saskatchewan Quarterly Update |

**Carried.**SARM Cyber Liability Coverage

- 277/20 Gembey:** That Administration be authorized to forward an application to SARM for Cyber Liability Coverage quotes.

**Carried.**Bylaws:Bylaw 7/2020 – A Bylaw to Repeal Previous Bylaws

- 278/20 Gembey:** That Bylaw No. 7/2020 being a bylaw to repeal previous bylaws be read a first time.

**Carried.**

- 279/20 Yelle:** That Bylaw No. 7/2020 be read a second time.

**Carried.**

- 280/20 Chaban:** That Bylaw No. 7/2020 be given three readings at this meeting.

**Carried Unanimously.**

- 281/20 Beres:** That Bylaw No. 7/2020 being a bylaw to repeal previous bylaws be read a third time and adopted.

**Carried.**Administration Reports:Procurement Report

- 282/20 Gembey:** That the Procurement Report regarding reporting requirements under trade agreements be accepted as presented.

**Carried.**New Business:Destruction of Records

- 283/20 Chaban:** That the Council for the R.M. of Cana No. 214 authorize Administration to proceed with the destruction of records as presented by the Administrator in Schedule 1 dated November 17, 2020 as per the municipality's Destruction of Records Bylaw 1-17.

**Carried.**Deputy Reeve

- 284/20 Reinson:** That in accordance with Section 91(1) of *The Municipalities Act*, Scott Edlin be appointed as Deputy Reeve for a one-year term effective November 17, 2020.

**Carried.**Custom Work Rates Policy #300-07

- 285/20 Chaban:** That the Custom Work Rates Policy #300-07 be amended to include the following internal not for hire rates:
- Custom Mowing - \$150.00/hour, minimum one-hour charge
  - Trackhoe & Gravel Truck, one employee - \$250.00/hour, minimum one-hour charge.

**Carried.**2020-2021 Committees and Appointments

- 286/20 Reinson:** That the Council for the R.M. of Cana No. 214 approve the 2020-2021 committee appointments and non-council appointments as shown on Schedule A attached hereto and forming part of these minutes.

**Carried.**

- Outstanding Accounts Receivable  
**287/20** **Gembey:** That the Council for the R.M. of Cana No. 214 authorize Administration to send notification by registered mail December 1, 2020 that outstanding balances at December 31, 2020 will be added to and form part of the taxes on the land to the following outstanding A/R accounts:  
- CNR93 - KEL269  
**Carried.**
- Nuisance Order – Lots 28-29, Block 4, Plan W2614  
**288/20** **Reinson:** That the Council for the R.M. of Cana No. 214 acknowledge that the remedial action required has been completed in accordance with the Order to Remedy issued on August 11, 2020 for Lots 28-29, Block 4, Plan W2614 therefore no further action will be undertaken by the municipality regarding The Order.  
**Carried.**
- SARM Property Self-Insurance Program  
**289/20** **Gembey:** That the R.M. of Cana No. 214 building values under the SARM Property Self-Insurance Program for the municipal office and shop be adjusted to the appraised values in accordance with the appraisal completed by B.R. Gaffney & Associates on October 21, 2020 and insured at Replacement Cost under the program.  
**Carried.**
- Harassment Policy #200-14  
**290/20** **Beres:** That the Harassment Policy #200-14 be adopted as presented for the purpose of preventing harassment in the workplace and creating a process for reporting alleged actions of harassment.  
**Carried.**
- Lease Agreement for Equipment Storage  
**291/20** **Reinson:** That the Council for the R.M. of Cana No. 214 authorize Reeve Brian Reinson and Administrator Kali Tourney to sign the lease agreement with Greg Hahn to store five pieces of municipal equipment in an enclosed rental space located at Lot 4, Block E, Plan 102146262 at a rate of \$500.00 per month.  
**Defeated.**
- Rental Agreement  
**292/20** **Yelle:** That Administration be authorized to draft a rental agreement for the storage of four pieces of municipal equipment at Lot 4, Block E, Plan 102146262 with Greg Hahn at a rate of \$100.00 per month per piece of equipment.  
**Carried.**
- Road Maintenance Agreement 2020-05  
**293/20** **Chaban:** That the Council for the R.M. of Cana No. 214 acknowledge the haul planned under Road Maintenance Agreement 2020-05 was not completed and further that the application fee received be credited to the Hauler's file to be applied to their next application as requested by the Hauler.  
**Carried.**
- Regional Park Donation  
**294/20** **Chaban:** That the Council for the R.M. of Cana No. 214 authorize payment to the Regional Park in the amount of \$2,000.00 for the R.M. of Cana's 2020 donation.  
**Carried.**
- Strychnine  
**295/20** **Beres:** That Administration be authorized to order 6 cases of strychnine with sales limited to 4 bottles per ratepayer.  
**Carried.**
- Delegation:**  
11:36 a.m. – Ervin Hahn - Showstoppers Snowmobile Club – Electronic Participation
- Showstoppers Snowmobile Club  
**296/20** **Gembey:** That the Council for the R.M. of Cana No. 214 give approval to the Showstoppers Snowmobile Club for a snowmobile trail through the municipality as presented valid from November 17, 2020 to April 30, 2021.  
**Carried.**
- Gravel Exploration  
**297/20** **Chaban:** That the Council for the R.M. of Cana No. 214 authorize Reeve Brian Reinson to sign the Permission to Access Land form for gravel exploration on the NW 17-24-7 W2.  
**Carried.**

Permission to Remove Bush

**298/20 Beres:** That the Council for the R.M. of Cana No. 214 authorize Administration to send a letter to the landowner of the NE 19-24-4 W2 granting permission for bush removed along Township Road 244 on the NE 19-24-4 W2. **Carried.**

*Councilor Gembey left the meeting and did not return (12:13 p.m.)*

Highway #10 Concerns

**299/20 Reinson:** That Administration be authorized to send a letter to the Ministry of Highways detailing concerns of the R.M. of Cana No. 214 regarding unfinished construction commitments for the Highway #10 passing lane project. **Carried.**

Grain Bags on Seasonal Roads

**300/20 Beres:** That the municipality’s policy for grain bags on seasonal roads for the 2020/2021 winter season shall be as follows:  
- Municipal roads to property with grain bags will be opened on a case-by-case basis and invoiced as a custom work item; and  
- Landowner authorization shall be required to be submitted to the municipal office for requests made by non-ratepayers before any works will commence. **Carried.**

Adjournment

**301/20 Chaban:** That this meeting adjourn (1:09 p.m.) **Carried.**

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Reeve

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Administrator

R.M. of Cana No. 214  
List of Accounts for Approval  
as of 11/17/2020  
Batch: 2020-00076 to 2020-00083

Cheques	Date	Vendor Name	Reference	Payment Amount
4195	13-Oct-20	Ron Lang	2020 Pest Control	\$11,587.80
EFT	31-Oct-20	Chrissy Bodnarchuk	October Payroll	\$2,258.63
EFT	31-Oct-20	Leo Prokop	October Payroll	\$4,066.22
EFT	31-Oct-20	Blair Rathgeber	October Payroll	\$4,184.25
EFT	31-Oct-20	Grant Shyngera	October Payroll	\$4,189.98
EFT	31-Oct-20	Kali Tourney	October Payroll	\$3,331.64
OL	31-Oct-20	City Of Melville	Unpaid Fire Call - CN - Late Invoice	\$3,487.46
OL	31-Oct-20	Mastercard	October Reimburse	\$835.62
OL	31-Oct-20	MEPP	October Payable	\$4,636.66
OL	31-Oct-20	Prairie Coop	September Statement - Late Invoic	\$13.29
OL	31-Oct-20	Receiver General	October Payable	\$7,821.16
OL	31-Oct-20	Sask Power	October Invoice	\$655.62
OL	31-Oct-20	SaskTel	October Invoice	\$229.25
4196	31-Oct-20	Anything Trackhoe	Contract Work	\$13,036.95
4197	31-Oct-20	Century Glass	Screen Guard	\$617.16
OL	31-Oct-20	Ministry of Finance	October Collections	\$17,842.38
OL	31-Oct-20	SMHI	October Collections	\$9,275.44
EFT	31-Oct-20	Christ the Teacher	October Collections	\$1,338.26
OL	17-Nov-20	City of Melville	October Water Invoice	\$130.09
OL	17-Nov-20	Pitney Works	Postage	\$15.03
OL	17-Nov-20	Prairie Coop	October Statement	\$6,769.46
EFT	17-Nov-20	Canadian National Railway	October Flasher/Gate Contract	\$622.50
EFT	17-Nov-20	Finning	October Statement	\$160.00
EFT	17-Nov-20	Ron Gerein	Building Inspection	\$262.50
EFT	17-Nov-20	Hillside Welding	Equipment Repairs - Material	\$249.13
EFT	17-Nov-20	Home Hardware	Office Supplies	\$74.34
EFT	17-Nov-20	MuniCode	Plan Review & Inspection	\$2,887.50
EFT	17-Nov-20	Newton Landscaping	Decommission Wells	\$4,440.00
EFT	17-Nov-20	OK Tire	Tire Repairs & Tires	\$1,395.34
EFT	17-Nov-20	Ottenbreit Sanitation Service	Otthon Garbage - October	\$437.05
EFT	17-Nov-20	RCAP Leasing	November Copier Lease	\$124.32
EFT	17-Nov-20	Toshiba Business Solutions	October Copier Meter Read	\$27.93
4198	17-Nov-20	Cindy Almasi	Election Worker	\$465.00
4199	17-Nov-20	Robert Almasi	Council Indemnity	\$1,617.70
4200	17-Nov-20	Canadian Tire	October Statement	\$111.22
4201	17-Nov-20	Grasslands News Group	Advertising	\$320.65
4202	17-Nov-20	Carlos Hayward	Office Grass Cutting	\$75.00
4203	17-Nov-20	Kayla Kabatoff	Election Worker	\$450.00
4204	17-Nov-20	Parkland Printers	Office Supplies	\$213.12
4205	17-Nov-20	Pattison Agriculture	Oil	\$232.82
4206	17-Nov-20	Royal Canadian Legion	Remembrance Day Wreath	\$35.00
4207	17-Nov-20	Rutten Geological Consulting	Install Snow Equipment	\$236.25
4208	17-Nov-20	SUMA	Election Supplies	\$84.78
Total				\$110,844.50

Certified correct this 17th day of November, 2020

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Reeve

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Administrator