

**Minutes of the Regular Meeting of the Council of the Rural Municipality of Cana No. 214**

**Held Tuesday the 8<sup>th</sup> day of September, 2020**

**In the Municipal Shop at 1740 Queen Street, Highway #47 North, Melville, Saskatchewan**

**Present:**

Reeve -	Robert Almasi
Councillor Division 2 -	Nelson Yelle
Councillor Division 3 -	Tim Chaban
Councillor Division 4 -	Darcy Gembey
Councillor Division 5 -	VACANT
Councillor Division 6 -	Brian Reinson
Administrator -	Kali Tourney

**Absent:**

Councillor Division 1 - Scott Edlin

**Call to Order:**

A quorum being present, Reeve Robert Almasi called the meeting to order at 8:08 a.m.

**Regular Meeting Change**

**213/20** **Reinson:** That the Council for the R.M. of Cana No. 214 ratify the change in location for the September 8, 2020 Regular Council Meeting from the Municipal Office located at 110 – 5<sup>th</sup> Ave. E., Melville, SK to the Municipal Shop located at 1740 Queen St. HWY #47 N., Melville, SK.

**Carried.**

**Closed Session**

**214/20** **Gembey:** That the meeting enter into a closed session at 8:09 a.m. in accordance with Section 120(2)(a) of *The Municipalities Act* and Section 16 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss personnel.

**Carried.**

In attendance: Robert Almasi, Nelson Yelle, Tim Chaban, Darcy Gembey, Brian Reinson and Kali Tourney.

**Open Session**

**215/20** **Almasi:** That the meeting reconvene into regular session at 8:25 a.m.

**Carried.**

**Office Restructuring**

**216/20** **Gembey:** That due to the workload and responsibilities necessary for daily operations, the municipal office be restructured effective immediately as follows:

- Office hours shall be from 8:00 a.m. through to 4:00 p.m., including over the noon-hour, for eight hours per day Monday to Thursday with the office closed to the public for Administration tasks every Friday; and
- The full-time Assistant Administrator position shall be eliminated and a part-time Office Assistant position established in accordance with the presented Office Assistant Job Description.

**Carried.**

**Bylaw 5/2020 – A Bylaw to Amend Bylaw 1/2018 the Administration Bylaw**

**217/20** **Reinson:** That Bylaw No. 5/2020 being a bylaw to amend Bylaw 1/2018 The Administration Bylaw be read a first time.

**Carried.**

**218/20** **Gembey:** That Bylaw No. 5/2020 be read a second time.

**Carried.**

**219/20** **Yelle:** That Bylaw No. 5/2020 be given three readings at this meeting.

**Carried Unanimously.**

**220/20** **Chaban:** That Bylaw No. 5/2020 being a bylaw to amend Bylaw 1/2018 The Administration Bylaw be read a third time and adopted.

**Carried.**

Assistant Administrator

- 221/20 Almasi:** That Assistant Administrator Michele Peepeetch be given notice of permanent layoff effective September 8, 2020 due to the elimination of the Assistant Administrator position as a result of the R.M. of Cana No. 214 municipal office restructuring and further that severance in the amount of two-month's salary (\$7,886.86) be paid in recognition of her time with the municipality.

**Carried.**Office Assistant

- 222/20 Chaban:** That Administrator Kali Tourney be authorized to advertise for a part-time Office Assistant 10-month term position in accordance with the Job Description forming part of Bylaw No. 5/2020 with a closing date for applications of October 1, 2020 and further that temporary part-time office assistance at a rate of pay of \$22.00 for approximately three days per week be authorized to be arranged by the Administrator at the Administrator's discretion pending office workload until the Office Assistant position is filled.

**Carried.**Minutes:

- 223/20 Reinson:** That the minutes of the Regular Meeting of Council held August 11, 2020 be approved as presented.

**Carried.**Financial Reports:

- 224/20 Gembey:** That the Statement of Financial Activities and the bank reconciliation for the month of August 2020 be accepted as presented.

**Carried.**Accounts:

- 225/20 Chaban:** That the accounts in the amount of \$127,925.14 as indicated on the list attached hereto and forming part of these minutes be approved for payment.

**Carried.**Tuition Expenses

- 226/20 Almasi:** That the Administrator be authorized to notify Michele Peepeetch that the R.M. of Cana No. 214 will not be contributing financially to her tuition under the Local Government Authority Certificate program as the courses were not a requirement for the Assistant Administrator position and no formal financial commitment was made by the municipality.

**Carried.**Correspondence:

- 227/20 Reinson:** That the following correspondence having been read now be filed:

- |                                     |   |
|-------------------------------------|---|
| a) Miller Thomson LLP               | Conservation Easements                          |
| b) Ministry of Government Relations | Municipal Economic Enhancement Program Approval |
| c) Water Security Agency            | Channel Clearing Funding                        |
| d) SAMA                             | Notice of Annual Meeting                        |
| e) Parkland Regional Library        | Information Meetings                            |
| f) S/Sgt. Jeff Simpson              | Yorkton Detachment Monthly Occurrence Summary   |

**Carried.**Parkland Regional Library Meeting

- 228/20 Reinson:** That Councillor Darcy Gembey be appointed as a representative for the R.M. of Cana No. 214 to attend the Parkland Regional Library Information Meeting to be held September 15, 2020 in Bredenbury, SK.

**Carried.**Nuisance Appeal Hearing 9:00 a.m.

- 229/20 Almasi:** That the Council for the R.M. of Cana No. 214 now suspend this meeting at 8:50 a.m. to hold a public hearing at 9:00 a.m. at the Municipal Office located at 110 – 5<sup>th</sup> Ave. E. Melville, SK to hear any submissions for an appeal for the following Nuisance Orders to Remedy:  
Lots 1-3, Block 4, Plan W2614, Otthon – Resolution 200/20  
Lots 8-12, Block 2, Plan W2614, Otthon – Resolution 201/20  
Lots 28-29, Block 4, Plan W2614 – Resolution 202/20

**Carried.**

**Reconvene**

- 230/20** **Almasi:** That this meeting now reconvene at 9:19 a.m. **Carried.**
- 231/20** **Nuisance Order – Lots 1-3, Block 4, Plan W2614**  
**Yelle:** That the R.M. of Cana No. 214 shall proceed to complete the work specified in the “Order to Remedy” issued to Romeo and Sonia Piche on August 11, 2020 relative to the nuisance condition on Lots 1-3, Block 4, Plan W2614, Otthon should the work not be completed by the September 11, 2020 deadline specified in The Order and that Century Glass Ltd. be contracted to complete the work specified in The Order with the costs incurred by the municipality to be invoiced to the owner of the previously described property. **Carried.**
- 232/20** **Nuisance Order – Lots 8-12, Block 2, Plan W2614**  
**Chaban:** That the R.M. of Cana No. 214 shall proceed to complete the work specified in the “Order to Remedy” issued to Melvin Morgotch on August 11, 2020 relative to the nuisance condition on Lots 8-12, Block 2, Plan W2614, Otthon should the work not be completed by the September 11, 2020 deadline specified in The Order and that Century Glass Ltd. be contracted to complete the work specified in The Order with the costs incurred by the municipality to be invoiced to the owner of the previously described property. **Carried.**
- 233/20** **Nuisance Order – Lots 28-29, Block 4, Plan W2614**  
**Reinson:** That the R.M. of Cana No. 214 approve an extension of time to October 15, 2020 to complete the remedial actions specified in the “Order to Remedy” issued to Jerry Yawney on August 11, 2020 relative to the nuisance condition on Lots 28-29, Block 4, Plan W2614, Otthon. **Carried.**
- Bylaws:**
- Bylaw 6/2020 – A Bylaw to Amend Bylaw 6/2016 The Council Procedures Bylaw**
- 234/20** **Chaban:** That Bylaw No. 6/2020 being a bylaw to amend Bylaw 6/2016 The Council Procedure Bylaw be read a first time. **Carried.**
- 235/20** **Yelle:** That Bylaw No. 6/2020 be read a second time. **Carried.**
- 236/20** **Gembey:** That Bylaw No. 6/2020 be given three readings at this meeting. **Carried Unanimously.**
- 237/20** **Reinson:** That Bylaw No. 6/2020 being a bylaw to amend Bylaw 6/2016 The Council Procedures Bylaw be read a third time and adopted. **Carried.**
- Administration Reports:**
- Bill 194 Report**
- 238/20** **Gembey:** That the Bill 194 Report regarding changes to *The Municipalities Act* be accepted as presented. **Carried.**
- New Business:**
- List of Lands in Arrears**
- 239/20** **Reinson:** That the list of lands in arrears of taxes be prepared to not include tax arrears equal to or less than one-half of the previous year’s levy. **Carried.**
- 240/20** **Gembey:** That the Council for the R.M. of No. 214 acknowledge the list of lands in arrears as presented to the head of Council. **Carried.**
- Subdivision Application – SE 2-24-6 W2**
- 241/20** **Reinson:** That the Council for the R.M. of Cana No. 214 recommends approval of the Application to Subdivide Land on the SE 2-24-6 W2 as presented in the Ministry of Government Relations letter dated August 17, 2020 File No. R0514-20R as it complies with section 4.1.4(a) of Zoning Bylaw Z2-2016. **Carried.**

Bush Policy #300-14

- 242/20 **Reinson:** That the Bush Policy #300-14 be amended by removing Condition 5. from the Request Form with the following substituted:
  - 5. Upon approval this permit shall be valid for not more than 12 months or as otherwise stipulated by Council and does not grant any future approval, nor approval for legal land locations not pertaining to this form. Extensions may be permitted at Council’s discretion.

**Carried.**

Work Orders

- 243/20 **Gembey:** That the following additional work orders for the year 2020 be approved as presented:
  - 6-22 – Bury Rocks;
  - 6-23 – Bury Rocks & Washout; and
  - 6-24 – Culvert Cleaning.

**Carried.**

Conflict of Interest

Councillor Brian Reinson declared a conflict of interest in the next agenda item as the appointed representative for the Yorkville Public Utility Board (YPUB); therefore, he is not participating in any discussion, is leaving the Council Meeting and is abstaining from voting (10:33 a.m.).

YPUB Representative

- 244/20 **Gembey:** That the appointment for the Yorkville Public Utility Board be tabled until the October 13, 2020 Council Meeting.

**Carried.**

*Councillor Brian Reinson returned to the Council Meeting (10:36 a.m.)*

*Councillor Tim Chaban left the Council Meeting and did not return (11:30 a.m.)*

Removal of Trees on Road Allowance

- 245/20 **Reinson:** That the Council for the R.M. of Cana No. 214 accept the letter as submitted by Tim Chaban regarding the removal of trees from the municipal road allowance on Range Road 2052 along the East ½ of Section 10-22-5 W2.

**Carried.**

Adjournment

- 246/20 **Yelle:** That this meeting adjourn (11:51 a.m.)

**Carried.**

\_\_\_\_\_  
Reeve

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Administrator

R.M. of Cana No. 214  
List of Accounts for Approval  
as of 09/08/2020  
Batch: 2020-00063 to 2020-00068

Cheques	Date	Vendor Name	Reference	Payment Amount
EFT	31-Aug-20	Kali Tourney	August Payroll	\$3,331.64
EFT	31-Aug-20	Michele Peepeetch	August Payroll	\$3,363.58
EFT	31-Aug-20	Leo Prokop	August Payroll	\$4,391.39
EFT	31-Aug-20	Blair Rathgeber	August Payroll	\$3,926.93
EFT	31-Aug-20	Grant Shyngera	August Payroll	\$3,926.93
EFT	31-Aug-20	Melvin Vindevoghel	August Payroll	\$2,962.14
OL	31-Aug-20	Mastercard	August Reimburse	\$504.21
OL	31-Aug-20	MEPP	August Payable	\$5,279.28
OL	31-Aug-20	Receiver General	August Payable	\$11,273.16
OL	31-Aug-20	Sask Power	August Invoice	\$509.72
OL	31-Aug-20	SaskTel	August Invoice	\$231.16
EFT	31-Aug-20	Grant Shyngera	Reimburse Shop Tools	\$481.64
OL	31-Aug-20	Ministry of Finance	August Collections	\$33,981.72
OL	31-Aug-20	SMHI	August Collections	\$10,343.27
EFT	31-Aug-20	Christ the Teacher	August Collections	\$8,745.90
4173	08-Sep-20	Air Liquide	Shop Supplies	\$124.72
4174	08-Sep-20	Lorraine Bucsis	Overpaid Taxes	\$125.30
4175	08-Sep-20	Blaine Buckle	Overpaid Taxes	\$74.01
4176	08-Sep-20	Canadian Tire	Shop & Office Supplies	\$58.23
4177	08-Sep-20	Scott Edlin	Beaver Tails	\$540.00
4178	08-Sep-20	Grasslands News Group	Office Supplies	\$26.55
4179	08-Sep-20	Edward & Margaret Knott	Overpaid Taxes	\$12.65
4180	08-Sep-20	Pattison Agriculture	Equipment Parts	\$1,228.01
4181	08-Sep-20	Skywest Farms	Overpaid Taxes	\$31.59
OL	08-Sep-20	City of Melville	Unpaid Fire Call & Water Bill	\$3,658.35
OL	08-Sep-20	Pitney Works	Postage	\$15.74
OL	08-Sep-20	Prairie Co-op	July Statement	\$10,858.09
EFT	08-Sep-20	Acklands Grainger	Shop Tools	\$136.36
EFT	08-Sep-20	Canadian National Railway	Flasher/Gate Contract	\$622.50
EFT	08-Sep-20	Dionco Sales	Equipment Parts	\$1,201.97
EFT	08-Sep-20	Finning	Oil & Equipment Parts	\$3,505.81
EFT	08-Sep-20	Darcy Gembey	Council Indemnity	\$3,963.62
EFT	08-Sep-20	Ron Gerein	Building Inspections	\$5,696.25
EFT	08-Sep-20	Melville Hardware	Office Supplies	\$77.68
EFT	08-Sep-20	Ottenbreit Sanitation	Otthon Garbage	\$435.80
EFT	08-Sep-20	RCAP Leasing	Copier Lease	\$124.32
EFT	08-Sep-20	Brian Reinson	Council Indemnity	\$1,222.29
EFT	08-Sep-20	Repsch Agri-Parts	Oil & Equipment Parts	\$601.26
EFT	08-Sep-20	SARM	August Statement	\$331.37
Total				\$127,925.14

Certified correct this 8th day of September, 2020

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Reeve

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Administrator