

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

**Held Tuesday the 14<sup>th</sup> day of December, 2021**

**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 - Robert Almasi  
Administrator - Kali Tourney

**Absent:**

Councillor Division 1 - Scott Edlin

**Call to Order:**

A quorum being present, Reeve Brian Reinson called the meeting to order at 9:01 a.m.

**Meeting Through Electronic Means**

**344/21 Gembey:** That the Council for the R.M. of Cana No. 214 grant approval for the use of electronic means to conduct this meeting and acknowledge the Public Notice given in accordance with subsection 4(3) of Bylaw No. 1/2021 The Council Procedures Bylaw, 2021 for the purpose of mitigating the spread of COVID-19.

**Carried.**

**Minutes:**

**345/21 Almasi:** That the minutes of the Regular Meeting of Council held November 9, 2021 be approved as presented.

**Carried.**

**Financial Reports:**

**346/21 Gembey:** That the Statement of Financial Activities and the bank reconciliation for the month of November 2021 be accepted as presented.

**Carried.**

**Transfers to Reserves**

**347/21 Almasi:** That the Council for the R.M. of Cana No. 214 authorize the following transfers to reserves:

310-100-100 – Future Road Construction:	(\$25,000.00)
310-100-200 – Capital Expenditures:	\$150,000.00

**Carried.**

**Canada Community-Building Fund**

**348/21 Gembey:** That the following projects be submitted under the Canada Community-Building Fund (CCBF):

<u>Project</u>	<u>Estimated Project Cost</u>
Brewer Road	\$300,000.00
Range Road 2061	\$110,000.00

**Carried.**

**Accounts:**

**349/21 Beres:** That the accounts in the amount of \$119,111.82 as indicated on the list attached hereto and forming part of these minutes be approved for payment.

**Carried.**

**2021 Accounts Payable**

**350/21 Gembey:** That the Council for the R.M. of Cana No. 214 authorize Administration to pay 2021 accounts as received prior to the end of the year.

**Carried.**

**Correspondence:**

**351/21 Beres:** That the following correspondence having been read now be filed:

a) APAS 2022 General Meeting

- |    |                                  |   |
|----|----------------------------------|---|
| b) | Ministry of Government Relations | Bylaw No. Z5-2021                             |
| c) | S/Sgt. Burton Jones              | Yorkton Detachment Monthly Occurrence Summary |
| d) | Municipal Hail                   | Summary of Claims                             |
| e) | Ministry of Government Relations | <i>The Construction Codes Act</i>             |

**Carried.****New Business:****Municipal Revenue Sharing Grant – Declaration of Eligibility**

**352/21 Chaban:** That the Council for the R.M. of Cana No. 214 confirms the municipality meets the following eligibility criteria to receive the Municipal Revenue Sharing Grant:

- Submission of the 2020 Audited Financial Statement to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw (Bylaw No. 1-21);
- Adoption of an Employee Code of Conduct (Policy No. 200-08); and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and

That the Administrator be authorized to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

**Carried.****Board of Revision & Development Appeals Board**

**353/21 Almasi:** That the Council for the R.M. of Cana No. 214 acknowledge the closure of Gord Krismer & Associates Ltd. as the providers of Board of Revision and Development Appeals Boards services effective January 1, 2022 and further that the municipality appoint Western Municipal Consulting Ltd. as the Board of Revision and Secretary and Development Appeals Board and Secretary for 2022.

**Carried.****Special Tax Bylaw No. 6/2021 – Excess Revenue**

**354/21 Beres:** That Public Notice be given that the R.M. of Cana No. 214 proposes for the excess revenue in the amount of \$276.60 generated from the Special Tax Bylaw No. 6/2021 to be absorbed into general revenue for 2021.

**Carried.****Outstanding A/R Accounts – Unpaid Fire Calls**

**355/21 Beres** That a penalty of 10% of the amount outstanding be applied to the following account receivable balances and further that Administration be authorized to add the total amount outstanding including penalties to the applicable Tax Roll Number in accordance with Bylaw No. 3/2021:

<u>A/R Account</u>	<u>Balance</u>	<u>10% Penalty</u>	<u>Total Outstanding</u>	<u>Tax Roll Number</u>
YOU1072	\$1,355.00	\$135.50	\$1,490.50	994 000

**Carried.****Outstanding A/R Accounts – Unpaid Custom Work**

**356/21 Almasi:** That the Council for the R.M. of Cana No. 214 authorize Administration to add the outstanding account receivable balances on December 31, 2021 for custom work to the applicable Tax Roll Number in accordance with section 405 of *The Municipalities Act* for the following A/R Accounts:

- CNR93

**Carried.****Crown Land Agreement Cancellation Request**

**357/21 Gembey:** That the Council for the R.M. of Cana No. 214 make a request for agreement cancellation and property tax payment to the Ministry of Agriculture in accordance with *The Provincial Lands Act, 2016* for provincial lands with taxes owing for the 2021 levy as of January 15, 2022.

**Carried.****Subdivision Application – NE 15-23-4 W2**

**358/21 Gembey:** That the Council for the R.M. of Cana No. 214 recommends approval of the Application to Subdivide Land on the NE 15-23-4 W2 and Parcel A Plan 101752040 as presented in the Ministry of Government Relations letter dated December 2, 2021 File No. R0979-21R as the municipality will allow a reduced site area below 32.37 hectares (80 acres) due to natural features considering that the

proposed parcel boundaries shall follow Crescent Creek therefore the Application complies with section 4.1.4(c)ii.2. of Zoning Bylaw Z2-2016.

**Carried.**

**Closed Session**

- 359/21 Chaban:** That this meeting enter into a closed session at 10:24 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 planning.

**Carried.**

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

**Open Session**

- 360/21 Reinson:** That the meeting reconvene into regular session at 11:11 a.m.

**Carried.**

**Wages – Maintenance/Mower Operator**

- 361/21 Gembey:** That Maintenance/Mower Operator Leo Prokop's wage be set at \$30.00 per hour effective January 1, 2022 to December 31, 2022

**Carried.**

**Wages – Office Assistant**

- 362/21 Beres:** That Office Assistant Chrissy Bodnarchuk's wage be set at \$30.00 per hour effective January 1, 2022 to December 31, 2022.

**Carried.**

**Wages - Administrator**

- 363/21 Chaban:** That Administrator Kali Tourney receive an annual salary of \$75,000.00 as Administrator effective January 1, 2022 to December 31, 2024

**Carried.**

**Leo Prokop – Layoff Notice**

- 364/21 Beres:** That the Council for the R.M. of Cana No. 214 ratify Maintenance/Mower Operator Leo Prokop being laid off for the season effective December 17, 2021 with a tentative recall date of April 15, 2022 weather permitting.

**Carried.**

**RMAA Spring Workshop**

- 365/21 Almasi:** That the Council for the R.M. of Cana No. 214 authorize Administrator Kali Tourney and Office Assistant Chrissy Bodnarchuk to attend the RMAA Spring Workshop in Melville, SK on February 16, 2022 with a registration fee of \$150.00 per person in accordance with Policy #200-11.

**Carried.**

**MuniSoft Security System**

- 366/21 Chaban:** That Administrator Kali Tourney be authorized as the Security Administrator for the MuniSoft Security System.

**Carried.**

**MuniSoft Bank Reconciliation Extension**

- 367/21 Reinson:** That Administration be authorized to arrange for the purchase of the MuniSoft Bank Reconciliation extension if necessary.

**Carried.**

**Road Maintenance Agreement**

- 368/21 Almasi:** That the Council for the R.M. of Cana No. 214 authorize the use of the new Road Maintenance Agreement as presented effective January 1, 2022.

**Carried.**

**Delegation:**

11:26 a.m. – Les Hudema – Showstoppers Snowmobile Club – Electronic Participation

**Showstoppers Snowmobile Club**

- 369/21 Yelle:** 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 December 14, 2021 to April 30, 2022.

**Carried.**

Closed Session

- 370/21** **Reinson:** That the meeting enter into a closed session at 11:33 a.m. in accordance with Section 120(2)(a) of *The Municipalities Act* and Section 17 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss economic interests.

**Carried.**

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

Open Session

- 371/21** **Reinson:** That the meeting reconvene into regular session at 11:46 a.m.

**Carried.**Gravel Agreement – NE 2-23-6 W2

- 372/21** **Chaban:** That the Council for the R.M. of Cana No. 214 authorize Reeve Brian Reinson and Administrator Kali Tourney to sign the gravel agreement dated December 14, 2021 with the landowners of the NE 2-23-6 W2 Ext. 1.

**Carried.**Closed Session

- 373/21** **Reinson:** That the meeting enter into a closed session at 11:52 a.m. in accordance with Section 120(2)(a) of *The Municipalities Act* and Section 13 of *The Local Authority Freedom of Information and Protection of Privacy Act* to discuss solicitor-client privilege information.

**Carried.**

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

Open Session

- 374/21** **Reinson:** That the meeting reconvene into regular session at 12:02 p.m.

**Carried.**Drainage Concerns – SW 22-23-5 W2

- 375/21** **Reinson:** That formal request be made to the Water Security Agency for the enforcement of section 93 of *The Water Security Agency Act* on the SW 22-23-5 W2.

**Carried.**Silverstream Colony Sewer Line

- 376/21** **Yelle:** That the Council for the R.M. of Cana No. 214 ratify authorization granted to Silverstream Colony November 24, 2021 to horizontally drill a two-inch HDPE sewer pump out line 10 feet deep under Range Road 2051 from the SW 13-22-5 W2 to the SE 14-22-5 W2 with the following conditions:
- Any applicable locates shall be the responsibility of Silverstream;
  - The R.M. of Cana No. 214 shall not be liable for any damage to the line; and
  - Any road damage as a result of construction or line breaks shall be repaired at Silverstream's expense.

**Carried.**Christmas Bonus

- 377/21** **Gembey:** That the Council for the R.M. of Cana No. 214 authorize payment of Christmas Bonuses to Grant Shyngera, Blair Rathgeber, Leo Prokop, Melvin Vindevoghel, Chrissy Bodnarchuk and Kali Tourney in the amount of \$250.00 net pay.

**Carried.**Bush Removal Quote

- 378/21** **Beres:** That the Council for the R.M. of Cana No. 214 accept the quote from Gordan Rhinas o/a Westside Land and Cattle Ltd. for the removal of bush along Range Road 2053 on the SE 9-24-5 W2 and SW 10-24-5 W2 at a total cost of \$7,000.00 with bush to be removed and piled in the Winter of 2021 and piles to be burned and buried with the site leveled in the Fall of 2022 and further that permission to farm road allowances shall require separate application to the Council.

**Carried.**Additional Work Order

- 379/21** **Almasi:** That approval of additional work orders be tabled to the January 11, 2022 Council Meeting.

**Defeated.**Conflict of Interest

Councillor Chaban declared a conflict of interest in the next item of business due to personal involvement, therefore he is leaving the Council Chambers, is not participating in any discussion and is abstaining from voting (1:12 p.m.)

Request to Remove Deadfall

**380/21 Beres:** That the Council for the R.M. of Cana No. 214 grant permission to Tim Chaban to remove deadfall a width of six feet on Range Road 2061 West of the SW 13-22-6 W2.

**Carried.**

*Councillor Tim Chaban returned to the Council Chambers (1:13 p.m.)*

Fencing on Road Allowance

**381/21 Chaban:** That Administration be authorized to send a letter to the owner of the NW 12-22-6 W2 requiring the fencing placed along Township Road 222 and across Range Road 2061 be removed from municipal property by December 31, 2021 and further that should the municipality be required to remove the fencing the works shall be completed and invoiced as a custom work item.

**Carried.**

Adjournment

**382/21 Yelle:** That this meeting adjourn (1:19 p.m.)

**Carried.**

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

R.M. of Cana No. 214  
List of Accounts for Approval  
as of 12/14/2021  
Batch: 2021-00083 to 2021-00090

<b>Cheques</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Reference</b>	<b>Payment Amount</b>
4339	09-Nov-21	Pattison Agriculture Limited	Mower Deposit	\$10,000.00
EFT	30-Nov-21	Chrissy Bodnarchuk	November Payroll	\$2,311.28
EFT	30-Nov-21	Kali Tourney	November Payroll	\$3,866.28
EFT	30-Nov-21	Blair Rathgeber	November Payroll	\$4,496.95
EFT	30-Nov-21	Grant Shyngera	November Payroll	\$4,496.95
EFT	30-Nov-21	Leo Prokop	November Payroll	\$3,604.61
4340	30-Nov-21	Greg Hahn	Lease Payment	\$200.00
OL	30-Nov-21	Mastercard	November Reimburse	\$605.71
OL	30-Nov-21	MEPP	November Payable	\$4,848.70
OL	30-Nov-21	Receiver General	November Payable	\$7,307.92
OL	30-Nov-21	Sask Power	November Invoice	\$726.04
OL	30-Nov-21	SaskTel	November Invoice	\$690.73
OL	30-Nov-21	Minister of Finance	November Collections	\$17,151.03
OL	30-Nov-21	SMHI	November Collections	\$22,878.61
EFT	30-Nov-21	Christ the Teacher	November Collections	\$816.79
4341	14-Dec-21	Robert Almasi	Council Indemnity	\$611.07
4342	14-Dec-21	Tim Beres	Council Indemnity	\$2,495.38
4343	14-Dec-21	Canadian Tire	November Statement	\$120.99
4344	14-Dec-21	Tim Chaban	Council Indemnity	\$4,326.12
4345	14-Dec-21	Fortune's Tools 'n' Toys	Install Snow Equipment	\$283.50
4346	14-Dec-21	Farley & Linda Maddaford	Overpaid Taxes	\$35.33
4347	14-Dec-21	Melville Regional Park	2021 Donation	\$2,000.00
4348	14-Dec-21	Garry Molnar	Beaver Tail	\$15.00
4349	14-Dec-21	Petty Cash	Reimburse Petty Cash	\$61.10
4350	14-Dec-21	Wawanesa Mutual Insurance	Overpaid GST	\$162.83
4351	14-Dec-21	Nelson Yelle	Council Indemnity	\$1,428.01
OL	14-Dec-21	City of Melville	November Water Invoice	\$126.38
OL	14-Dec-21	City of Melville	Fire Call	\$1,002.75
OL	14-Dec-21	Pitney Bowes	Postage Meter Lease	\$332.90
OL	14-Dec-21	Pitney Works	Postage Meter Refill	\$1,065.00
OL	14-Dec-21	Prairie Coop	November Statement	\$6,358.58
EFT	14-Dec-21	Canadian National Railway	November Flasher/Gate Contract	\$623.00
EFT	14-Dec-21	Dionco Sales	November Statement	\$181.07
EFT	14-Dec-21	Finning International Inc.	November Statement	\$687.70
EFT	14-Dec-21	Darcy Gembey	Council Indemnity	\$1,108.22
EFT	14-Dec-21	Home Hardware	November Statement	\$19.95
EFT	14-Dec-21	Munisoft	AP Training	\$228.90
EFT	14-Dec-21	Newton Landscaping	Hydrovac Culvert	\$607.17
EFT	14-Dec-21	Ottenbriet Sanitation Service	Otthon Garbage - Oct & Nov	\$956.92
EFT	14-Dec-21	RCAP Leasing	December Copier Lease	\$124.32
EFT	14-Dec-21	Brian Reinson	Council Indemnity	\$2,014.21
EFT	14-Dec-21	Repsh Agri-Parts	Gear Oil	\$272.95
EFT	14-Dec-21	SARM	November Statement	\$7,740.55
EFT	14-Dec-21	Toshiba Business Solutions	Nov & Dec Copier Meter Read	\$120.32
<b>Total</b>				<b>\$119,111.82</b>

Certified correct this 14th day of December, 2021

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator