

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

Held Tuesday the 13th day of December, 2022

In the Municipal Office at 110-5th Avenue East, Melville, Saskatchewan

Present:

Reeve - Brian Reinson
Councillor Division 1 - Scott Edlin
Councillor Division 2 - Nelson Yelle
Councillor Division 3 - Tim Chaban
Councillor Division 4 - Darcy Gembey
Councillor Division 5 - Tim Beres
Councillor Division 6 - Perry Yelle
Administrator - Kali Tourney

Call to Order:

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

Minutes:

288/22 **Gembey:** That the minutes of the First Meeting of Council held November 14, 2022 be approved as presented.

Carried.

Financial Reports:

289/22 **Edlin:** That the Statement of Financial Activities and the bank reconciliation for the month of November 2022 be accepted as presented.

Carried.

Accounts:

290/22 **Gembey:** That the accounts in the amount of \$391,493.47 as indicated on the list attached hereto and forming part of these minutes be approved for payment.

Carried.

2022 Accounts Payable

291/22 **Edlin:** That the Council for the R.M. of Cana No. 214 authorize Administration to pay 2022 accounts as received prior to the end of the year.

Carried.

Councillor Tim Beres entered the Council Chambers (9:23 a.m.)

Correspondence:

292/22 **Beres:** That the following correspondence having been read now be filed:

- | | |
|--|--|
| a) SARM | OH&S Snow Removal Exemption |
| b) Ministry of Highways | Winter Weight Bullying |
| c) Prairie Strong Chartered Professional Accountants | Audit Planning Letter |
| d) Prairie Strong Chartered Profession Accountants | Letter of Engagement |
| e) S/Sgt. Burton Jones | Yorkton Detachment Monthly Occurrence Summary (Oct.) |
| f) Ministry of Government Relations | Centralized Board of Revision |
| g) S/Sgt. Burton Jones | Yorkton Detachment Monthly Occurrence Summary (Nov.) |
| h) APAS | December Update |
| i) Parkland Regional Library Board | Semi-Annual Meeting Information |
| j) Parkland Search & Rescue Corp. | Grant Request |

Carried.

Parkland Search & Rescue Donation

293/22 **Chaban:** That the R.M. of Cana No. 214 donate \$500.00 to Parkland Search & Rescue for the year 2022.

Carried.

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

294/22 Edlin: 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 2021 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.

Special Tax Bylaw No. 2/2022 – Excess Revenue

295/22 Gembey: That Public Notice be given that the R.M. of Cana No. 214 proposes for the excess revenue in the amount of \$258.60 generated from the Special Tax Bylaw No. 6/2022 to be absorbed into general revenue for 2022.

Carried.

Outstanding A/R Accounts – Unpaid Custom Work

296/22 Chaban: That the Council for the R.M. of Cana No. 214 authorize Administration to add the outstanding account receivable balances on December 31, 2022 for snow removal custom work to the applicable Tax Roll Number in accordance with section 405 of *The Municipalities Act* for the following A/R Accounts:

- OSI407
- WAR167

Carried.

Crown Land Agreement Cancellation Request

297/22 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 2022 levy as of January 15, 2023.

Carried.

Subdivision Application – NW 9-24-5 W2

298/22 Beres: That the Council for the R.M. of Cana No. 214 acknowledge that the Application to Subdivide Land on the NW 9-24-5 W2 as presented in the Ministry of Government Relations letter dated November 10, 2022 File No. SUBD-000699-2022 contravenes the Future Land Use Map under the Official Community Plan Bylaw Z1-2016 and the current Zoning of the property under the zoning Bylaw Z2-2016 and further that the municipality will consider amending both bylaws to allow the subdivision.

Carried.

Wages – Maintenance/Mower Operator

299/22 Edlin: That Patrol Operators Blair Rathgeber and Grant Shyngera receive an annual salary of \$78,000.00 per year effective January 1, 2023 to December 31, 2024

Carried.

Wages – Maintenance/Mower Operator

300/22 Gembey: That Maintenance/Mower Operator Leo Prokop's wage be set at \$31.00 per hour effective January 1, 2023 to December 31, 2023

Carried.

Wages – Office Assistant

301/22 Beres: That Office Assistant Jo-Anne Reid's wage be set at \$25.00 per hour effective January 1, 2023 to December 31, 2023.

Carried.

Leo Prokop – Layoff Notice

302/22 Gembey: 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 12, 2022 with a tentative recall date of April 15, 2023 weather permitting.

Carried.

- Gravel Contractor
303/22 Edlin: That the R.M. of Cana No. 214 continue using J. Schill Trucking for 2023 gravel hauling as long as prices remain consistent and reasonable.
Carried.
- Otthon Garbage Contract
304/22 Beres: That the municipality enter into a five year contract with Ottenbreit Sanitation Services for residential biweekly garbage pick-up in Otthon at a base rate of \$425.00 with yearly increases locked at 4.95%.
Carried.
- Board of Revision - Members
305/22 Beres: That the R.M. of Cana No. 214 appoints Western Municipal Consulting Ltd. to manage the Board of Revision process for the term of January 1, 2023 through to December 31, 2023 with remuneration as set out in the Western Municipal Consulting Ltd. fee schedule with the following to serve as Members of the Board of Revision:
- | | | |
|-----------------|----------------|--------------------|
| - Tim Lafrenier | - Mike Waschuk | - Gordon Parkinson |
| - Dave Thomson | - Wayne Adams | - Jeff Hutton |
| - Dave Gurnsey | - Murray Dean | - Stew Demmans |
- And further that the Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter and where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the Chair of that hearing from among their numbers.
Carried.
- Board of Revision – Secretary
306/22 N. Yelle: That the Council for the R.M. of Cana No. 214 appoints Liana Stepan with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2023 through to December 31, 2023 with remuneration as set out in the Western Municipal Consulting Ltd. fee schedule and further that if Liana Stepan is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative function and may appoint a recording secretary for the purpose of any hearing.
Carried.
- Development Appeals Board - Members
307/22 Gembey: That the R.M. of Cana No. 214 appoints Western Municipal Consulting Ltd. to manage the Development Appeals Board process for the term of January 1, 2023 through to December 31, 2023 with remuneration as set out in the Western Municipal Consulting Ltd. fee schedule with the following to serve as Members of the Board of Revision:
- | | | |
|-----------------|----------------|--------------------|
| - Tim Lafrenier | - Mike Waschuk | - Gordon Parkinson |
| - Dave Thomson | - Wayne Adams | - Jeff Hutton |
| - Dave Gurnsey | - Murray Dean | - Stew Demmans |
| - Barry Clark | - Pam Malach | - Stu Hayward |
- And further that the Chair shall be responsible for naming no fewer than three (3) members for the hearing of any matter and where the Chair does not include themselves among the appointees, the members appointed for a hearing shall determine the Chair of that hearing from among their numbers.
Carried.
- Development Appeals Board – Secretary
308/22 Edlin: That the Council for the R.M. of Cana No. 214 appoints Claudette McGuire with Western Municipal Consulting Ltd. as Secretary to the Development Appeals Board for the term of January 1, 2023 through to December 31, 2023 with remuneration as set out in the Western Municipal Consulting Ltd. fee schedule and further that if Claudette McGuire is unable to perform secretarial functions for reasons which may include scheduling difficulties the secretary may appoint a delegate to perform administrative function and may appoint a recording secretary for the purpose of any hearing.
Carried.
- City of Melville Landfill – Burrow Pit
309/22 Chaban: That the R.M. of Cana No. 214 require the City of Melville to fill in the burrow pit located on the W ½ 35-22-6 W2 at the City of Melville landfill to pre-construction condition to meet the setback requirements stipulated in The R.M. of Cana No. 214 Zoning Bylaw by March 15, 2023 and further that until the pit is filled in entirely temporary fencing with cautionary signage be installed.
Carried.
- City of Melville Landfill – Temporary Approach
310/22 Chaban: That the Council for the R.M. of Cana No. 214 permit an extension in time for the deadline to remove the temporary approach under Resolution 257/22 from December 31, 2022 to prior to March 31, 2023.
Carried.

Christmas Bonus

311/22 **Edlin:** 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, Jo-Anne Reid and Kali Tourney in the amount of \$250.00 net pay.

Carried.

Delegation:

11:00 a.m. – Blair Rathgeber & Grant Shyngera (Electronic Participation) – Projects Review & Crew Report

Request for Snow Removal

312/22 **Edlin:** That the municipality may assist with road widening on Township Road 230 South of Section 6-23-4 W2 and Section 1-23-5 W2 if the landowners of the SW 5-23-4 W2 attempt to voluntarily remove snow on the road allowance in accordance with Section 5 of The Snow Removal Policy #300-02.

Carried.

Request for Snow Removal

313/22 **N. Yelle:** That Administration be authorized to notify the landowner of the SW 22-22-6 W2 that the municipality will not be able to provide snow removal on Range Road 2060 as authorized under Resolution 282/22 as the conditions of the road have caused concerns for damage to municipal equipment.

Carried.

Adjournment

314/22 **N. Yelle:** That this meeting adjourn (12:01 p.m.)

Carried.

Reeve

Administrator

R.M. of Cana No. 214
List of Accounts for Approval
as of 12/13/2022
Batch: 2022-00071 to 2022-00076

Cheques	Date	Vendor Name	Reference	Payment Amount
EFT	30-Nov-22	Kali Tourney	October Payroll	\$4,481.09
EFT	30-Nov-22	Blair Rathgeber	October Payroll	\$4,479.58
EFT	30-Nov-22	Grant Shyngera	October Payroll	\$4,511.85
EFT	30-Nov-22	Leo Prokop	October Payroll	\$4,722.61
EFT	30-Nov-22	Jo-Anne Reid	October Payroll	\$2,087.45
OL	30-Nov-22	City of Melville	October Water	\$145.45
OL	30-Nov-22	MEPP	November Payable	\$5,177.44
OL	30-Nov-22	Receiver General	November Payable	\$6,828.18
OL	30-Nov-22	Sask Power/Energy	November Payable	\$907.22
OL	30-Nov-22	SaskTel	November Payable	\$339.14
OL	30-Nov-22	Ministry of Finance	GSSD - November collections	\$15,842.56
OL	30-Nov-22	SMHI	November Collections	\$4,210.67
OL	30-Nov-22	Pitney Bowes	Postage Meter Lease	\$332.90
4468	30-Nov-22	Greg Hahn	Lease	\$200.00
4469	30-Nov-22	Shawn Pryhitka	Reimburse Crop Damage	\$2,500.00
4470	30-Nov-22	Christ The Teacher	November Collections	\$833.21
4471	13-Dec-22	Donald & Karen Blahey	Tax Overpayment	\$9.39
4472	13-Dec-22	Canadian Tire	Shop Supplies	\$118.19
4473	13-Dec-22	Capital Industries	One-Way Plows	\$117,327.00
4474	13-Dec-22	CDK Drone Services	Banner Drone Measuring	\$2,012.21
4475	13-Dec-22	Fisher & Shmidt Law Office	Tax Overpayment File 5910-22	\$14.00
4476	13-Dec-22	Fortune's Tools'n' Toys	Snow Removal	\$126.00
4477	13-Dec-22	G3 Canada Limited	Overpaid AR Invoice	\$92.63
4478	13-Dec-22	James & Jamie McDonald	Gravel Royalty & Stockpile	\$47,680.71
4479	13-Dec-22	Melville Regional Park	Donation	\$2,000.00
4480	13-Dec-22	Petty Cash	Reimbursement	\$6.35
4481	13-Dec-22	Grant Reid	Banner Clay	\$15,753.94
4482	13-Dec-22	TWH Backhoe Service	Cat Work	\$17,100.75
4483	13-Dec-22	Nelson Yelle	Council Indemnity	\$1,139.10
4484	13-Dec-22	J Schill Trucking	Gravel	\$86,078.58
4485	13-Dec-22	Tim Beres	Council Indemnity	\$472.45
4486	13-Dec-22	Tim Chaban	Council Indemnity	\$3,668.40
4487	13-Dec-22	Air Liquide	Oxygen & Acetyleneq	\$24.64
4488	13-Dec-22	GWP Rodent Products	Pest Control	\$952.41
4489	13-Dec-22	Tom Stachura	Gravel Royalty	\$11,828.57
EFT	13-Dec-22	Canadian National	Gate Contract	\$623.00
EFT	13-Dec-22	Finning Canada	Grader Parts & Repairs	\$3,355.06
EFT	13-Dec-22	Darcy Gembey	Council Indemnity	\$2,500.66
EFT	13-Dec-22	Melville Hardware	Office Supplies	\$46.61
EFT	13-Dec-22	Municode	Inspection	\$249.49
EFT	13-Dec-22	RCAP Leasing	Lease	\$248.64
EFT	13-Dec-22	Brian Reinson	Reeve Indemnity	\$2,269.60
EFT	13-Dec-22	Repsch Agri-Parts	Equipment Repairs	\$81.88
EFT	13-Dec-22	OK Tire	Equipment Repairs	\$83.22
EFT	13-Dec-22	SARM	Training, Equipment Repairs, Conv	\$302.58
EFT	13-Dec-22	Ottenbreit Sanitation	Otthon Garbage	\$538.53
EFT	13-Dec-22	Toshiba Business Solutions	Copier	\$167.92
EFT	13-Dec-22	Melvin Vindevoghel	Welding	\$200.00
OL	13-Dec-22	Prairie Co-op	November Statement	\$8,855.35
OL	13-Dec-22	City of Melville	October Fire Calls & November Wa	\$7,966.26
			Total	\$391,493.47

Certified correct this 13th day of December, 2022

 Reeve

 Administrator