

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

**Held Tuesday the 15<sup>th</sup> day of December, 2023**

**In the Municipal Office at 110-5<sup>th</sup> 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 - Marj Beatty

**Call to Order:**

A quorum being present, Reeve Brian Reinson called the meeting to order at 9.00 a.m.

**Minutes:**

**263/23 Gembey:** That the minutes of the Regular Meeting of Council held November 21, 2023 be approved as presented.

**Carried.**

**Financial Reports:**

**264/23 Edlin:** That the Statement of Financial Activities and the bank reconciliation for the month of November 2023 be accepted as presented.

**Carried.**

**Accounts:**

**265/23 Beres:** That the accounts in the amount of \$211,309.76 as indicated on the list attached hereto and forming part of these minutes be approved for payment.

**Carried.**

**2023 Accounts Payable**

**266/23 Gembey:** That the Council for the R.M. of Cana No. 214 authorize Administration to pay 2023 accounts as received prior to the end of the year.

**Carried.**

**Correspondence:**

**267/23 P Yelle:** That the following correspondence having been read now be filed:

- |                                                      |                                               |
|------------------------------------------------------|-----------------------------------------------|
| a) S/Sgt. Burton Jones                               | Yorkton Detachment Monthly Occurrence Summary |
| b) S/Sgt Doug MacDougall                             | RCMP CTSS District Commander Update           |
| c) Prairie Strong Chartered Professional Accountants | Audit Planning Letter                         |
| d) Prairie Strong Chartered Profession Accountants   | Letter of Engagement                          |
| e) Parkland Regional Library Board                   | Local Branch Special Payment Agreement        |
| f) Saskatchewan Rural Crime Watch Association        | Membership/support request                    |

**Carried.**

**Bylaws:**

**268/23 The Fire Agreement Bylaw**

**Edlin:** That The Fire Agreement Bylaw being a bylaw to enter into an agreement with the City of Melville for fire protection services be read a first time.

**Carried.**

**269/23 N Yelle:** That The Fire Agreement Bylaw be read a second time.

**Carried.**

**270/23 Chaban:** That The Fire Agreement Bylaw be given three readings at this meeting.

**Carried Unanimously.**

**271/23 P Yelle:** That The Fire Agreement Bylaw being a bylaw to enter into an agreement with the City of Melville for fire protection services be read a third time and adopted as Bylaw No. 5/2023. **Carried.**

Amend The Kaposvar Agreement Bylaw, 4/2022

**272/23 Chaban:** That the Bylaw to amend Bylaw No. 4/2022 The Kaposvar Agreement 4/2022 be read a first time. **Carried.**

**273/23 P Yelle:** That the Bylaw to amend Bylaw No. 4/2022 be read a second time. **Carried.**

**274/23 Beres:** That the Bylaw to amend Bylaw 4/2022 be given three readings at this meeting. **Carried Unanimously.**

**275/23 Gembey:** That the Bylaw to amend Bylaw No. 4/2022 The Kaposvar Agreement Bylaw 4/2022 be read a third time and adopted as Bylaw No. 6/2023. **Carried.**

R.M. of Grayson No. 184 – Kaposvar Dam riparian gate

**276/23 Chaban:** That a letter be sent to the R.M. of Grayson No. 184 requesting a date when the repairs to the riparian gate at Kaposvar Dam will be completed. **Carried.**

Crown Land Agreement Cancellation Request

**277/23 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 2023 levy as of January 15, 2024. **Carried.**

Municipal Revenue Sharing Grant – Declaration of Eligibility

**278/23 Gembey:** 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 2022 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. 1/2023 – Excess Revenue

**279/23 Edlin:** That Public Notice be given that the R.M. of Cana No. 214 proposes for the excess revenue in the amount of \$240.60 generated from the Special Tax Bylaw No. 1/2023 to be absorbed into general revenue for 2023. **Carried.**

Board of Revision - Members

**280/23 Edlin:** 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, 2024 through to December 31, 2024 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:

- |                      |                       |                    |
|----------------------|-----------------------|--------------------|
| - Dave Gurnsey       | - Jeff Hutton         | - Stew Demmans     |
| - Dave Thomson       | - Kevin Kleckner      | - Rick Leigh       |
| - Donna Rae Zadvorny | - Mike Waschuk        | - Tim Lafreniere   |
| - Gordon Parkinson   | - Murray Dean         | - Wayne Adams      |
| - Ken Friesen        | - Femi Ogunrinde      | - Fife Ogunde      |
| - Maureen Jickling   | - Jamie Tiessen       | - Corey Zaharuk    |
| - John Krill         | - Christopher Blueman | - Alan Sawatsky    |
| - Mike Meleca        | - Hany Amin           | - Kimberley Speers |
| - Nick Coroluick     | -                     | -                  |

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

- 281/23** **N Yelle:** That the Council for the R.M. of Cana No. 214 appoints Marlene Hassard with Western Municipal Consulting Ltd. as Secretary to the Board of Revision for the term of January 1, 2024 through to December 31, 2024 with remuneration as set out in the Western Municipal Consulting Ltd. fee schedule and further that if Marlene Hassard 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

- 282/23** **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, 2024 through to December 31, 2024 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:

- |                      |                       |                    |
|----------------------|-----------------------|--------------------|
| - Dave Gurnsey       | - Jeff Hutton         | - Stew Demmans     |
| - Dave Thomson       | - Kevin Kleckner      | - Rick Leigh       |
| - Donna Rae Zadvorny | - Mike Waschuk        | - Tim Lafreniere   |
| - Gordon Parkinson   | - Murray Dean         | - Wayne Adams      |
| - Ken Friesen        | - Femi Ogunrinde      | - Fife Ogunde      |
| - Maureen Jickling   | - Jamie Tiessen       | - Corey Zaharuk    |
| - John Krill         | - Christopher Blueman | - Alan Sawatsky    |
| - Mike Meleca        | - Hany Amin           | - Kimberley Speers |
| - Nick Coroluick     | - Stu Hayward         | - Pam Malach       |
| - Barry Clark        | -                     | -                  |

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

- 283/23** **Gembey:** 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, 2024 through to December 31, 2024 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.**

Wages – Maintenance/Mower Operator

- 284/23** **Edlin:** That Maintenance/Mower Operator Leo Prokop’s wage be set at \$34.00 per hour effective January 1, 2024 to December 31, 2024.

**Defeated.**

Wages – Maintenance/Mower Operator

- 285/23** **N Yelle:** That Maintenance/Mower Operator Leo Prokop’s wage be set at \$33.00 per hour effective January 1, 2024 to December 31, 2024.

**Carried.**

Wages – Office Assistant

- 286/23** **Edlin:** That Office Assistant Jo-Anne Reid’s wage be set at \$27.00 per hour effective January 1, 2024 to December 31, 2024.

**Carried.**

Policy 300-06 - Casual Contract Rates and Council Mileage Policy

- 287/23** **Chaban:** That Casual Contract Rates and Council Mileage Policy #300-06 be amended by setting the casual labour rate to \$20.00 per hour.

**Carried**

- Policy #200-10 – Council Remuneration  
**288/23 Gembey:** That Council Remuneration Policy #200-10 be amended by removing the word “full” from Convention pay per day, removing the words “Workshops” and “full” from the daily rate of pay for Committee Meetings, adding a separate line for Workshops at a daily rate of \$150.00 per day and increasing Supervision to \$30.00 per hour.  
**Carried.**
- Custom Work Policy #300-07  
**289/23 Edlin:** That Custom Work Policy #300-07 be amended by increasing the Patrol – non-ratepayers’ rate to \$225.00 per hour, increasing the Patrol – ratepayers’ rate to \$150.00 per hour, increasing the Patrol – commercial rate to \$200.00 per hour and increasing the Residential renter minimum deposit before work is done to \$150.00.  
**Carried.**
- Snow Removal Custom Work  
**290/23 Gembey:** That the municipality provide snow removal on the lane leading to the residence located on NE 18-24-4 W2 as a non-priority item for the 2023/2024 winter season in accordance with Snow Removal Policy #300-02 and following the rates as established in Custom Work Policy #300-07.  
**Carried.**
- Request for Snow Removal  
**291/23 Edlin:** That the request for the municipality to provide snow removal on Range Road 2063 and Township Road 222 from the SE 21-22-6 W2 to Range Road 2062 for the 2023-2024 winter season be approved as requested by the landowners of the SE 21-22-6 W2 in accordance with Custom Work Policy #300-07.  
**Defeated.**
- Request for Snow Removal  
**292/23 Edlin:** That the request for the municipality to provide snow removal on Range Road 2060 from Township Road 222 to Township 220 by the landowner of the SW 22-22-6 W2 for the 2023-2024 snow season be approved in accordance with Custom Work Policy #300-07.  
**Defeated.**
- Melville Regional Park - Donation  
**293/23 Chaban:** That council for the R.M. of Cana No. 214 approve a \$2000.00 contribution to the Melville Regional Park for the year 2023.  
**Carried.**
- Request for Yield Signs  
**294/23 Beres:** That yield signs be installed on the north and south ditches of Range Road 2054 at the intersection of Range Road 2054 and Township Road 241.  
**Carried.**
- Request to Remove Bush  
**295/23 Beres:** That the Council for the R.M. of Cana No. 214 permit the removal of bush for approximately ½ mile along the Eastern Boundary of SE 20-24-5-2 on Range Road 2054 in accordance with Policy #300-14.  
**Carried.**
- Request to Remove Bush  
**296/23 Beres:** That the Council for the R.M. of Cana No. 214 permit the removal of bush for approximately ½ mile along the Western Boundary of SW 21-24-5-2 on Range Road 2054 in accordance with Policy #300-14.  
**Carried.**
- Christmas Bonus  
**297/23 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, Marj Beatty and Kali Tourney in the amount of \$250.00 each net pay.  
**Carried.**
- Adjournment  
**298/23 N. Yelle:** That this meeting adjourn (12:15 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 12/15/2023  
Batch: 2022-00081 to 2022-00088

					Payment
					Amount
Cheques	Date	Vendor Name	Reference		
EFT	30-Nov-23	Marjorie Beatty	November Payroll		2,292.12
EFT	30-Nov-23	Leonard Prokop	November Payroll		4,394.09
EFT	30-Nov-23	Blair Rathgeber	November Payroll		4,692.88
EFT	30-Nov-23	Jo-Anne Reid	November Payroll		1,829.69
EFT	30-Nov-23	Grant Shyngera	November Payroll		4,692.88
OL	30-Nov-23	MEPP	November Payable		\$4,735.64
OL	30-Nov-23	Receiver General	November Payable		\$7,287.94
OL	30-Nov-23	Sask Power/Energy	November Payable		\$994.17
OL	30-Nov-23	SaskTel	November Payable		\$345.84
OL	30-Nov-23	Ministry of Finance	GSSD - November Collections		\$26,270.93
OL	30-Nov-23	SMHI	November Collections		\$47,808.95
OL	30-Nov-23	Mastercard	Reimburse		\$372.69
4632	15-Dec-23	Greg Hahn	Lease Payment November		200.00
4633	15-Dec-23	Christ The Teacher	November Collections		\$610.91
4634	15-Dec-23	Tim Beres	Council Indemnity		\$3,934.40
4635	15-Dec-23	Cameron Pump Service 2006	Well Decommissioning FRWIP		\$2,775.00
4636	15-Dec-23	Caretek Computers	Email & Internet Issues		\$256.69
4637	15-Dec-23	Grasslands News Group	Office Supplies		\$9.82
4638	15-Dec-23	Robert & Louise Hershmillier	Gravel Royalty Payment		\$1,778.01
4639	15-Dec-23	J Schill Trucking Ltd	Gravel Hauling		\$62,405.27
4640	15-Dec-23	James & Jamie McDonald	Gravel Payment		\$585.90
4641	15-Dec-23	Melville Regional Park	2023 Donation		\$2,000.00
4642	15-Dec-23	Robert Morrell	Beaver Tails		\$45.00
4643	15-Dec-23	North 47	Equipment Repairs/Parts		\$18.80
4644	15-Dec-23	N&R Concrete Ltd.	Otthon Sanding		\$336.00
4645	15-Dec-23	TWH Backhoe Service	Cat Work Div 4		\$2,760.00
4646	15-Dec-23	Nelson Yelle	Council Indemnity		\$1,370.03
4647	15-Dec-23	Perry Yelle	Council Indemnity		\$871.22
4648	15-Dec-23	Perry & Janet Yelle	Gravel Royalty Payment		\$13,650.00
EFT	15-Dec-23	Darcy Gembey	Council Indemnity		\$2,874.00
EFT	15-Dec-23	Municode	Inspection Fees		\$1,637.33
EFT	15-Dec-23	Ottenbreit Sanition Services	Otthon Garbage November		\$550.76
EFT	15-Dec-23	Brian Reinson	Reeve Indemnity		\$2,602.15
EFT	15-Dec-23	Smith Steel Inc.	Equipment Repairs/Parts		\$126.88
EFT	15-Dec-23	SARM	Convention Registration		\$115.50
EFT	15-Dec-23	Toshiba Business Solutions Ir	Copier Read December		\$19.76
OL	15-Dec-23	City of Melville	November Water		\$145.88
OL	15-Dec-23	Prairie Co-op	November Statement		\$3,912.63
				Total	\$211,309.76
Certified correct this 15th day of December, 2023				Reeve	
				Administrator	