

MINUTES OF THE REGULAR MEETING OF COUNCIL OF THE RURAL MUNICIPALITY OF ORKNEY NO. 244,
HELD AT 137 GEORGE AVENUE, COLLACOTT SUBDIVISION, R.M. OF ORKNEY No. 244, DUE TO THE
CORONAVIRUS, THURSDAY, DECEMBER 10, 2020

COUNCIL

ATTENDANCE: Reeve: Randy Trost
Councillors: Division 1 Matt Charney
Division 2 Trevor Protz (Deputy Reeve)
Division 3 Ronald Mehling
Division 4 Shirley Cole
Division 5 Vern Effa
Division 6 Robert Kriger

STAFF PRESENT: C.A.O: Clinton Mauthe
Office Admin: Bridgette MacDonald

GUESTS None

CALL TO ORDER: A quorum being present, Randy Trost, Reeve, called the meeting to order at 7:56 a.m.

IN CAMERA:

259-20 **Trost:** "That the Council approves of closing the Regular Meeting of Council to move to "in camera" in accordance with *The Municipalities Act*, Section 120 concerning employees and long-range and strategic planning at 7:57 a.m."

CARRIED

260-20 **Trost:** "That the Council approves closing the "in camera" session and reconvene the Regular Meeting of Council at 8:49 a.m."

CARRIED

ACTING ADMINISTRATOR:

262-20 **Mehling:** "That the Council appoints Bridgette MacDonald as the Acting Administrator for the R.M. of Orkney No. 244, to be effective immediately, and that she be given all signing authority(ies) and furthermore that she is to be paid the same current salary."

CARRIED

AUDIT:

264-20 **Charney:** "That the Council approves of having Baker Tilly complete an audit as soon as practicable."

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 2**

**CHANGE IN
STRUCTURE:
265-20**

Charney: "That the Council approves that the R.M. will no longer have the position(s) of a Chief Administrative Officer and an Office Administrator and furthermore; that those positions will be changed to hire one (1) employee as an Administrator."

CARRIED

**ADVERTISE
POSITION:
266-20**

Mehling: "That the Council authorizes Administration to advertise the new position of the full-time permanent Administrator on both Saskjobs and S.A.R.M. websites for a minimum of two (2) weeks with applicants to state their expected wage and with resume's to be received by the R.M. Office prior to 4:00 p.m. on Thursday, January 7, 2021."

CARRIED

**RECESS:
267-20**

Trost: "That the December 10, 2020 Regular Meeting of Council be recessed to deal with issues at the R.M. Office at 9:28 a.m.."

CARRIED

**RECONVENE:
268-20**

Trost: "That the December 10, 2020 Regular Meeting of Council be reconvened at 10:14 a.m."

CARRIED

**MINUTES:
270-20**

Protz: "That the Council approves the minutes from the November 19, 2020 and December 3, 2020 Regular Meetings of Council with the amendment to resolution 250-20 to include cameras to be placed both inside areas of the shop, and as otherwise presented, distributed and read."

CARRIED

**GRADER
PURCHASE
CONTRACT:
271-20**

Mehling: "That Council directs Administration to forward a copy of the purchase agreement with Finning that was signed, without further Council review, to all of Council to review and for Randy Trost, Reeve, to clarify with Finning, in writing, that the G.P.S. (global positioning system) was included in the contract for all three graders' for no additional cost and inquire on any fees to maintain the system in the future for any offered training on use of the system."

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 3**

**SHOP
CAMERAS:
272-20**

Effa: "That the Council approves amending resolution 250-20 from the December 3, 2020 Regular meeting of Council approving "of contacting Gardon Securities on Thursday, December 3, 2020 in order to have security cameras set up at the R.M. Shop..."to add in, after December 3, 2020 and to price out other options for both live streaming and recording cameras."

CARRIED

**BRUSH
REMOVAL
APPLICAT'NS:
273-20**

Kruger: "That the Council approves the brush removal application to remove brush along the west half of 27-25-05-W2, provided that the paper work is brought into the R.M. Office prior to the work commencing and that the applications be filed."

CARRIED

274-20

Cole: "That the Council approves the brush removal application received from L. W. to remove brush along the west half of 27-26-04-W2 and that the application be filed."

CARRIED

**REPORTS:
275-20**

Trost: "That the Council acknowledges the Division reports as given verbally by each member of Council and the written report provided by Randy Trost, Reeve and attached hereto."

CARRIED

**FINANCIALS:
276-20**

Kruger: "That the Council approves the Interim Statement of Financial Activities for the month ending November 2020 and the Bank Reconciliation for the month of November 2020 as presented, distributed, discussed and attached hereto."

CARRIED

**PAYROLL
REPORT:
277-20**

Cole: "That the Council directs Administration to include employee names on the payroll list of accounts for approval that is provided to Council."

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 4**

ACCOUNTS:

278-20 **Cole:** “That the Council will further review the request for payment for re-imbursement for a jacket received from employee L.T., as this is against current Council policy.”

CARRIED

279-20 **Protz:** “That the Council approves the list of accounts for payment as follows:
Cheque numbers 10447 – 10461 totalling \$38,102.22,
E.F.T. payment numbers 265 – 294 totalling \$56,808.78
Internet payment numbers 407 – 421 totalling \$76,038.37
and Regular Payroll totalling \$29,525.36,
as distributed, discussed, and attached hereto.”

CARRIED

BYLAW No. 6-2020:

280-20 **Kruger:** “That the Council approves of Bylaw No. 6-2020, being a Bylaw to Amend Bylaw No. 4-2015, known as the Zoning Bylaw, be given a first reading at this meeting.”

CARRIED

PUBLIC HEARING:

281-20 **Cole:** “That the Council set the Public Hearing for Bylaw No. 6-2020, being a Bylaw to Amend Bylaw No. 4-2015, known as the Zoning Bylaw for Thursday, January 21, 2020 to be held at 137 George Avenue, Collacot subdivision in the R.M. of Orkney No. 244 at 10:00 a.m.”

CARRIED

NEW BUSINESS: MEETING:

282-20 **Protz:** “That the Council approves the next Regular Meeting of Council to be held on Thursday, January 21, 2020 at 8:00 ,a.m. 137 George Avenue, Collacott subdivision, R.M. of Orkney No. 244, due to the coronavirus restrictions .”

CARRIED

FIDELITY BOND

283-20 **Cole:** “That the Council approves of continuing to participate in the S.A.R.M. Fidelity Bond Self-Insurance with coverage option of \$100,000 and the S.A.R.M. Money and Securities Insurance with the coverage option of \$25,000.”

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 5**

SNOWMOBILE

CLUB:

284-20

Cole:

“That the Council approves the request received from the Saskatchewan Snowmobile Association to use the municipalities right-of-way for the areas indicated on the map attached hereto and for the period of December 1, 2020 to March 31, 2021.”

CARRIED

ACCOUNTS

RECEIVABLE:

285-20

Effa:

“That the Council authorizes Administration to add on the outstanding fire call costs in the amount of \$6,772.76 onto roll 36.000 should those costs remain unpaid by December 31, 2020.”

CARRIED

ANNUAL

APPOINTM’S:

286-20

Protz:

“That the Council approves of the annual appointments for the 2021 year as discussed and attached hereto.”

CARRIED

CULVERT

INVENTORY:

287-20

Mehling:

That the Council authorizes the adjustment in the 2020 culvert inventory as follows:
-remove the value of three (3) 400mm x 4m culverts for a total combined value of \$513.24,
-remove the value of four (4) 500mm x 6m culverts for a total combined value of \$937.44,
-remove the value of the couplers purchased in 2019 for a value of \$451.08; thereby resulting in a total decrease in the 2020 culvert inventory of \$1,901.76.”

CARRIED

SASK. PUBLIC

SAFETY

AGENCY:

288-20

Effa:

“That the Council approves contract #REC00617 with the Saskatchewan Public Safety Agency in regards to Fire Dispatch Services and thereby authorizes the Reeve and Acting Administrator to sign the contract.”

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 6**

**PUBLIC
WORKS
MANAGER:
289-20**

Effa: "That the Council approves the Job Description set-forth for the Public Works Manager and hereby authorizes Administration to advertise for the position on Saskjobs and S.A.R.M. as soon as practicably possible with resumes to be received prior to 4:00 p.m. on January 14, 2021."

CARRIED

**GRAVEL
SAMPLES:
290-21**

Trost: "That the Council approves of taking samples of gravel from different R.M. of Orkney No. 244 inventory piles to Proco Technical Services Ltd. to determine what types of usable mixtures may be obtained."

CARRIED

**2021 WAGES:
291-20**

Effa: "That the Council is unable to change the outside employees' wages due to current Union negotiations."

CARRIED

**2021 OFFICE
EMPLOYEE
WAGES:
293-20**

Trost: "That the Council is unable to change the inside office employees' wages due to the current restructuring of the inside office work and will revisit this matter at the January 21, 2021 Regular Meeting of Council."

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 7**

**COUNCIL
INDEMNITIES:
294-20**

Protz: “That the Council indemnity rates for the 2021 year are as follows:
Council Meetings (Regular and Special): \$332.50 per meeting with mileage payable at \$1.00 per k.m.
Committee Meetings (open to the public, with minutes and appointed to by Council resolution, reports of such meetings should be brought back to Council during Council Reports at Regular Council meetings): \$299.25 per meeting with mileage payable at \$0.75 per k.m.
Administrative Meetings (shorter informal meetings called by the Administrator with any Council members required, reports of such meetings are to be brought back to Council during Council Reports at Regular Council meetings): \$150.00 per meeting, flat rate with no mileage payable
Quarterly Supervision – all supervision paid at flat rates:
Reeve- \$3,125.50 for supervision time and \$2,350.00 for supervision mileage, the Reeve’s supervision pay covers the time spent as office supervision as well
Division 1 - \$2,227.75 for supervision time and \$1,675.00 paid for supervision mileage
Division 2 though 6 - \$2,061.50 for supervision time and \$1,550.00 for supervision mileage,
All Remunerations are paid quarterly with the minimum submission of Statement of Indemnity and Supervision forms (SARM – Form C31).

CARRIED

**WI WATER
REPORTS:
295-20**

Effa: “That the Council accepts the Willowbrook Water Sample Environmental Services Analysis Reports – Final dated November 2020, and the Willowbrook Water Monthly Reports for the month of November, 2020 and that they be filed.”

CARRIED

**WI WATER
TRAINING:
296-20**

Kruger: “That the Council agrees to pay D.H. for course training in order to keep his certification to be able to look after the Willowbrook well as follows:
- Pay full re-imbusement for the cost of the training courses, and
- Pay a daily rate of \$150.00 for each day of training;
All payments will be made with the submission of an invoice and copies of the cost for training.”

CARRIED

**REGULAR MEETING OF COUNCIL
THURSDAY, DECEMBER 10, 2020; PAGE 8**

**CORRESP:
297-20**

Cole: "That the Council acknowledges the correspondence as received:
a. SARM Weekly Reports – Emailed

CARRIED

**COUNCIL
MEETING:
298-20**

Effa: "That the Council sets a Meeting of Council to be held on Thursday, December 17, 2020 at 9:00 a.m. to review the Union contract, and other matters brought forth, at 137 George Avenue, Collacott subdivision, R.M. of Orkney No. 244, due to the coronavirus restrictions."

CARRIED

**INVOICE
PAYMENT:
299-20**

Trost: "That the Council approves of paying D.M. for his invoice in the amount of \$84,000.00 (including G.S.T.), brought forward at this meeting by Randy Trost, Reeve, for the gravel royalty for the gravel removed in 2020 at the rate agreed to in the gravel contract with the payment to be made as soon as possible (cheque number 10462 issued Monday, December 14, 2020)."

CARRIED

**ADJOURN:
300-20**

Trost: "That this Meeting of Council be adjourned at 2:53 p.m."

CARRIED