

**Minutes of the Regular Meeting of the Council of the Rural Municipality of Orkney No. 244 Held
Thursday the 21st Day of January 2021 at 137 George Avenue, Collacot Subdivision, Yorkton,
Saskatchewan**

Present:

Reeve	Randy Trost
Councillor Division 1	Matt Charney
Councillor Division 2	Trevor Protz (Deputy Reeve)
Councillor Division 3	Ronald Mehling
Councillor Division 4	Shirley Cole
Councillor Division 5	Vern Effa
Councillor Division 6	Robert Kriger
Acting Administrator	Bridgette MacDonald

1/21

Minutes:

Charney: That the minutes of the Regular Meeting of Council held on December 17, 2020 be approved as presented.

Carried.

Brush Removal:

2/21

Effa: That Vern Effa, Councillor Division 5, be authorized to contract Maks Construction Ltd. to remove approximately one mile of brush located in the municipal right-of-way south of the south half 05-27-05-W2 at an estimated cost of \$2,000.00.

Carried.

Council Reports:

3/21

Protz: That the Council acknowledges the Council reports as given verbally by each member.

Carried.

In-Camera:

4/21

Trost: That the Regular Meeting of Council be closed for an in-camera session at 8:31 a.m. to discuss legal matters.

Carried.

5/21

Trost: That the in-camera session be closed and the Regular Meeting of Council hereby reconvene at 8:36 a.m.

Carried.

In-Camera:

6/21

Trost: That the Regular Meeting of Council be closed for an in-camera session at 9:09 a.m. to discuss Union matters.

Carried.

7/21

Trost: That the in-camera session be closed and the Regular Meeting of Council hereby reconvene at 9:58 a.m..

Carried.

8/21

Trost: That the Council for the R.M. of Orkney No. 244 now suspend this meeting at 10:07 a.m. to hold a public hearing to hear any submissions on the proposed Bylaw No. 06-2020.

Carried.

9/21

Trost: That the Council for the R.M. of Orkney No. 244 now close the hearing at 10:09 a.m. and reconvene the Regular Meeting of Council.

Carried.

Bylaw Enforcement:

10/21

Charney: That Administration is to collect and compare information on Bylaw Enforcement options for Council to review at the February 11, 2021 Regular Meeting of Council.

Carried.

Administrative Meeting:

11/21

Effa: That the Council directs Administration to arrange to hold an Administrative meeting, via teleconference, with the R.M. of Garry No. 245 to jointly discuss the proposed Springside Fire Association.

Carried.

Admin./Reeve

12/21 **Change Shop Keys:**
Effa: That Blaze Locksmithing be contracted to change the locks at the R.M. shop located in Orcadia, SK. With new keys to be provided to all Council members, all outside employees, and a copy filed with the R.M. Office.

Carried.

13/21 **Change Public Reserve Building Keys:**
Effa: That the Council directs Administration to contract Blaze Locksmithing to change the locks at the public reserve building located at 137 George Avenue, Collacot subdivision, with a preference given to using a coded entry system.

Carried.

14/21 **Cameras to be Placed at the RM Shop:**
Effa: That Administration is to receive a revised quote from Gardon Securities Inc. to place two cameras inside and two cameras outside of the RM Shop located in Orcadia, SK. With the quotes to be forwarded to Council for approval and installation to be completed as soon as possible.

Carried.

15/21 **Signs to be Placed at the RM Shop:**
Mehling: That the outside employees are to be responsible for the placement and ordering of the following signs, within two weeks, for the R.M. shop located at Orcadia, SK.:
1. At least two "Under Video Surveillance" signs (should the signs not be provided by Gardon Securities Inc.) and
2. Two "Authorized Personnel Only" signs of at least one foot by one foot one to be placed between the two large doors on the front of the shop and one next to the large doors on the south side of the shops.

Carried.

16/21 **Financial Reports:**
Protz: That the Statement of Financial Activities and the bank reconciliation for the month of December 2020 be accepted as presented.

Carried.

17/21 **2020 Financial Adjustments:**
Protz: That the Council authorize the following adjustments be completed for the period ending December 31, 2020:
- A Future Expense be set up in the amount of \$950,00.00 for the construction on Grain Millers Road,
- A Future expense be set up for the purchase a 2021 CAT Grader from Finning in the amount of \$459,469.92, as per the agreement that was signed and filed,
- A Future expense of \$21,243.00 be set up to reflect the agreement that was signed with Gold Standard Engineering for the assessment of municipal assets to be completed in 2021,
- Administration is authorized to transfer into the Future Capital Savings Account in the general ledger and the account established with the Cornerstone Credit Union \$100,000 for the future capital expenditures of equipment and \$200,000 (from the chequing account) for the future capital expenditures for roads, bridges or culverts, and to record the interest earned between the two future capital expenditure general ledger accounts,
- That Administration is to write off the tangible capital asset amount of \$10,655.52 that was established for the initial purchase of Council and Administration IPAD's, as the RM no longer owns those assets, in accordance with resolution 014-19.
- That Administration is to record the cost of the roof replacement at the public reserve building only at this time, until a decision is reached regarding the future use of the existing building.

Carried.

18/21 **Gravel Inventory Adjustment:**
Trost: That the gravel inventory be adjusted for the 2020 year as follows:
RM Shop - 44 yards of crushed gravel at a cost of \$374.00,
Gravel Pit SW 15-25-06-W2 – 34,574 yards of crushed gravel at a cost of \$174,856.44 and 19,440 yards of non-crushed at a cost of \$17,612.

Carried.

- In-Camera:**
19/21 **Trost:** That the Regular Meeting of Council be closed for an in-camera session at 12:11 p.m. to discuss legal matters. **Carried.**
- 20/21 **Trost:** That the in-camera session be closed and the Regular Meeting of Council hereby reconvene at 12.39 p.m. **Carried.**
- Recess for Lunch:**
21/21 **Trost:** That the Regular Meeting of Council recess for lunch at 12:39 p.m.
- Reconvene:**
22/21 **Trost:** That the Regular Meeting of Council reconvene at 1:02 p.m. **Carried.**
- In-Camera:**
23/21 **Trost:** That the Regular Meeting of Council be closed for an in-camera session at 1:02 p.m. to discuss legal matters. **Carried.**
- Trost:** That the in-camera session be closed and the Regular Meeting of Council reconvene at 1:50 p.m. **Carried.**
- Payroll Liability:**
24/21 **Charney:** That Administration establish a 2020 payroll liability. **Carried.**
- Minutes:**
25/21 **Effa:** That the minutes of the Regular Meeting of Council held on December 10, 2020 be approved as amended. **Carried.**
- Subdivision NW 6-27-04-W2:**
26/21 **Cole:** That Council defer deciding a recommendation regarding the residential subdivision located on NW 6-27-04-W2, Community Planning file number R0509-20R, until the RM receives an official response from Community Planning regarding the placement of the buildings. **Carried.**
- Subdivision NW 13-25-04-W2:**
27/21 **Charney:** That Council will look at amending the proposed Servicing Agreement for the Commercial subdivision application located on NW 13-25-04-W2, Community Planning file number R0579-19R, considering the possibility of registering an easement on the property for the future placement of an internal subdivision road should future development commence south of the proposed subdivision. **Carried.**
- Re-Imbursement Request:**
28/21 **Protz:** That, in accordance with previously established Council policies, Council reimburses up to an annual maximum of \$150.00 to employees for the purchase of CSA work boots, and does not cover the purchase of jackets. **Carried.**
- List of Accounts:**
29/21 **Cole:** That Council approves of paying BT for invoice 109126 in the amount of \$409.50, for snow removal at this Regular Meeting of Council (paid cheque number 10490). **Carried.**
- 30/21 **Mehling:** That Council will review the request for payment received from Fine Finish Concrete Services for invoice number 2195 in the amount of \$630.00, for drilling holes at the R.M. Shop in Orcadia, once more details are received by the R.M. **Carried.**

- 31/21 **Cole:** That Council will review the request for payment received from Kodiak F.S. for invoice number 40121 in the amount of \$475.20 once more details regarding the work that was completed are received by the R.M.
Carried.
- 32/21 **Protz:** That Administration order the correct spill kit for the RM shop from U Line for a cost of \$626.31.
Carried.
- 33/21 **Mehling:** That the Council approves the list of accounts as amended:
EFT numbers 295 – 319 totalling \$77,779.35,
Cheque numbers 10463 – 10491 totalling \$34,903.93
Internet payment numbers 422 – 440 totalling \$222,140.31 as amended and attached hereto, and
Regular Payroll totalling \$31,044.38, and that the report be filed.
Carried.
- Bylaws:**
- 34/21 **Cole:** That bylaw No. 06-2020 being a bylaw to Amend Bylaw No. 04-2015 known as the Zoning Bylaw, to rezone existing lots 7 to 12, Block, B, Plan 102214279, on PT SE 24-25-04-W2 from High Profile Commercial/Light Industrial to Agricultural be given a second reading at this meeting.
Carried.
- 35/21 **Effa:** That bylaw No. 06-2020 being a bylaw to Amend Bylaw No. 04-2015 known as the Zoning Bylaw, to rezone existing lots 7 to 12, Block, B, Plan 102214279, on PT SE 24-25-04-W2 from High Profile Commercial/Light Industrial to Agricultural be given a third reading at this meeting and adopted upon approval from Ministry of Government Relations.
Carried.
- Council Meeting:**
- 36/21 **Kruger:** That Council sets the next Regular Meeting of Council to be held on Thursday, February 11, 2021 at 8:00 a.m. at 137 George Avenue, Collacot subdivision, R.M. of Orkney No. 244.
Carried.
- Request for Abatement and Refund:**
- 37/21 **Charney:** That, in approval of the written request received, Administration cancel the 2020 tax levy and the 2021 additional interest on Roll 638.100 in the following amounts: Mun-151.19, School-29.42, Interest – 4.52 due to the duplicated levy and furthermore; that Administration is to issue a refund in the amount of \$541.83 for duplicated taxes that were previously paid.
Carried.
- Application for Approval of Works:**
- 38/21 **Effa:** That Council will further review the Application for Approval of Works, Bylaw No. 6-2019, for work to be completed on the N ½ 22-26-05-W2, once the information from the Water Security Agency is received from the applicant.
Carried.
- Road Maintenance:**
- 39/21 **Trost:** That the Council of the R.M. of Orkney No. 244 approves Road Maintenance Agreement No. 01-2021, D & M Trucking, hauling pit run two and a half miles.
Carried.
- Road Name Request:**
- 40/21 **Effa:** That Administration send out notification to the surrounding land owners regarding the naming of the internal subdivision road on south half of 8-26-04-W2 being named White Tail Road.
Carried.
- Conservation Easement:**
- 41/21 **Protz:** That Council acknowledges receipt of the Notice of Intent from Ducks Unlimited Canada to register conservation easements on SE 03-25-05-W2 and SW 03-25-05-W2 and that Council is not in favour of the terms of the lease, but will not be pursuing the matter.
Carried.

- Hudson Bay Route Association:**
- 42/21 **Mehling:** That the Council appoints Trevor Protz, Division 2 Councillor as the R.M. of Orkney No. 244 2021 representative for the Hudson Bay Route Association. **Carried.**
- Appoint Lawyers:**
- 43/21 **Protz:** That Council appoints as legal representation should they be required: MLT Aikens, from Saskatoon, SK for more complicated matters, and Kreklewich and Chambers from Melville, SK to deal with less complicated matters. **Carried.**
- Saskatchewan Lotteries Grant:**
- 44/21 **Effa:** That for the purpose of the Saskatchewan Lotteries Community Grant Program, the R.M. of Orkney No. 244 make the following allocations to the respective communities for the year 2022:
- | | |
|------------------------------|-----|
| Town of Springside | 712 |
| Willowbrook Recreation Board | 654 |
| Village of Ebenezer | 509 |
- Carried.**
- Bridge Replacement – Grid 726:**
- 45/21 **Mehling:** That Council approves and directs Randy Trost Reeve to sign Walker Projects Change Order No. 1 for the replacement of the bridge located N of NE 22-27-04-W2, increasing the cost from \$110,470 to \$154,290 and that the order be filed. **Carried.**
- 46/21 **Cole:** That the Council approved and directs Randy Trost Reeve to sign the revised Engineering Proposal and Agreement received from Walker Projects for the replacement of the bridge located N of NE 22-27-04-W2, and that the proposal and agreement be filed. **Carried.**
- 47/21 **Effa:** That Randy Trost Reeve and the Administrator be authorized to sign the Rural Integrated Roads for Growth Engineering Declaration for Use of Professional Engineer. **Carried.**
- Asset Management:**
- 48/21 **Kruger:** That, further to the letter received from Gold Standard Engineering, Council approves of proceeding with the Asset Management Project, previously agreed to, in the spring of 2021 regardless of the approval of grant funding. **Carried.**
- School Bus Routes:**
- 51/21 **Effa:** That Administration request a copy of the school bus routes from the Good Spirit School Division and the Christ the Teacher School Division. **Carried.**
- Rate Payers Supper:**
- 52/21 **Protz:** That the Annual Rate Payers supper for the 2021 year is cancelled due to the coronavirus and furthermore; that the donations that were previously received Administration is to draw names from the individuals that previously purchased R.M. supper tickets for door prizes that would have been completed, and in lieu of having a rate payers supper that the Council of the R.M. of Orkney look at sending out a rate payers' letter. **Carried.**
- Rent Request:**
- 53/21 **Kruger:** That the Council approves of paying the R.M. of Wallace No. 243 a total of \$500.00 monthly (instead of the requested \$900.00 monthly) pending the receipt of an invoice, for the R.M. of Orkney to be able to use the one additional office space and the additional front assistant area that the R.M. of Wallace is no longer using. **Carried.**
- Postage Machine:**
- 54/21 **Kruger:** That Administration be authorized to order a new postage machine should it be required. **Carried.**

- In-Camera:**
55/21 **Trost:** That the Regular Meeting of Council be closed for an in-camera session at 4:49 p.m. to discuss employee matters.
Carried.
- 56/21 **Trost:** That the in-camera session be closed and the Regular Meeting of Council reconvene at 5:03 p.m.
- Administrator:**
57/21 **Trost:** That the Council offered the position of Full-Time Administrator, to commence on February 1, 2021, to B.M., with a three-month probationary period, at an annual salary of \$79,000 and the offer was accepted.
Carried.
- Assistant Administrator:**
58/21 **Protz:** That, effective February 1, 2021, the Council change M.S.R position from full time Office Assistant to full time Assistant Administrator, to be paid an annual salary of 65,500.
Carried.
- Public Works Manager:**
59/21 **Effa:** That the Council set an additional Regular Meeting of Council to be held on Wednesday, February 3, 2021 at 9:00 a.m at 137 George Avenue, Collacot subdivision, R.M. of Orkney No. 244, to hold interviews for the Public Works Manager applicants K.Z.and J.F. as well as to discuss outside employees and any other matters brought forward.
Carried.
- Employee:**
60/21 **Mehling:** That, further to resolution 186-20, from the August 13, 2020 Regular Meeting of Council hiring V.S. as a part time employee, Council agrees that the R.M. no longer requires a part time employee for assistance.
Carried.
- Signing Authority:**
61/21 **Charney:** That Council authorize B.M., Acting Administrators' name to be placed on the credit card that was previously ordered from the Cornerstone Credit Union.
Carried.
- Training:**
62/21 **Charney:** That the Council authorize Administration to book training up to a maximum of \$500.00 without prior Council approval.
Carried.
- Auditor Letter:**
63/21 **Effa:** That the Council acknowledge the receipt and review of the letter received from Baker Tilly SK LLP dated December 23, 2020 and that it be filed.
Carried.
- Willowbrook Water Report:**
64/21 **Protz:** That the Council accepts the written Willowbrook Water Report as received from Dale Hackman and the Environmental Service Analysis Reports for the month of December 2020.
Carried.
- Correspondence:**
65/21 **Charney:** That the attached listing of correspondence be accepted as distributed electronically and the following items have been distributed at this meeting:
A.P.A.S. letter
Carried.
- Adjourn:**
Trost: That this Regular Meeting of Council adjourn at 5:41 p.m.