

**MINUTES OF THE FIRST MEETING OF THE COUNCIL OF THE RURAL MUNICIPALITY
OF MANITOU LAKE NO. 442 HELD IN THE MUNICIPAL OFFICE, MARSDEN,
SASKATCHEWAN ON THURSDAY, JANUARY 10, 2019.**

- Present** **Reeve:** Ian Lamb
Councillors: Division 1 – Travis Lindsay - Absent
 Division 2 – Brian Graham
 Division 3 – Norman Wright
 Division 4 – Jason Paterson
 Division 5 – Rick Swanstrom
 Division 6 – Joe Koch
CAO: Joanne Loy
- Call to Order** Reeve Lamb called the meeting to order at 9:03 a.m.
- Bond** The SARM Fidelity Bond Self Insurance Plan with coverage of \$50,000.00, registered mail coverage of \$50,000.00, and money and securities coverage of \$2,500.00 was inspected by Council.
- Appoint Administrator** **19/001 KOCH:** That Joanne Loy be appointed as Chief Administrative Officer with an annual salary of \$104,550.00 for 2019.
Carried
- In Camera** **19/002 LAMB:** That the RM of Manitou Lake No 442 Council moves to an in-camera session to discuss human resources and legal issues as authorized by the legislative authority of Section 120 of *The Municipalities Act* including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* at 9:10 am.
Carried
- Out of Camera** **19/003 LAMB:** That the RM of Manitou Lake No 442 Council rises from the in-camera discussion at 9:52 am.
Carried
- Minutes** **19/004 SWANSTROM:** That the minutes of the Regular Meeting on December 6, 2018 be adopted as presented.
Carried
- State-ment** **19/005 WRIGHT:** That the Statement of Financial Activities for December 2018 be accepted as presented.
Carried
- Council Remuner ation** **19/006 SWANSTROM:** That the per diem rate of remuneration for regular meetings, special meetings, supervision, convention and Reeve's office supervision for 2019 be \$250.00 with a minimum of one day per month for supervision of works/roads.
Carried
- R.M. Business Travel** **19/007 SWANSTROM:** That the mileage rate to be paid to Council, employees, appointees and committee members for travel while performing or attending conventions, meetings and seminars on behalf of the R.M. of Manitou Lake No 442 be set at \$0.90 per km for 2019.
Carried

Accounts **19/008 KOCH:** That the accounts to January 10, 2019 be authorized for payment and that a list of cheques numbered 20228 to 20296 inclusive and including EFT Payroll deposits and online Receiver General Remittances totaling \$267,163.94 be annexed to and form a part of these minutes.

Carried

H Hobbs Contract **19/009 WRIGHT:** That the RM of Manitou Lake Council acknowledge the signed contract with Holly Hobbs for the purpose of investigating Council Code of Ethics Complaints.

Carried

454 Holdback **19/010 GRAHAM:** That the construction holdbacks for 454 owed to Larry Fehr Construction Ltd. Totaling \$94,978.88 including GST and PST be paid out.

Carried

Council recessed from 10:23 to 10:35 am.

Cancel 15-9-47-25 **19/011 LAMB:** That Crew Energy's Notification of Well Cancellation at a surface location of LSD 15-9-47-25-W3M be acknowledged.

Carried

Signing Authority **19/012 WRIGHT:** That Brenda Appleton be removed from signing authority on all RM of Manitou Lake accounts at the Synergy Credit Union; and
That Kimberley Lake be added to signing authority on all RM of Manitou Lake accounts at the Synergy Credit Union.

Carried

FCM Membership **19/013 SWANSTROM:** That the RM of Manitou Lake No 442 join the Federation of Canadian Municipalities (FCM) at a cost of \$207 for 2019.

Carried

IT Support **19/014 WRIGHT:** That the RM of Manitou Lake contract Today's Tech to provide Remote Management and Monitoring with Anti-virus for \$10 per month per device for the first 12 months then \$15 per month per device thereafter plus taxes.

Carried

HWY 40 Mowing **19/015 KOCH:** That the RM of Manitou Lake No 442 advise the Ministry of Highways that the RM is willing to enter into a contract to complete the top cut of the ditches along Highway 40 within the boundaries of the RM at a rate of \$65 per hectare.

Carried

Population Allocation **19/016 GRAHAM:** That the RM of Manitou Lake allocate the \$6.35 per capita grant from the Sask Lotteries Community Grant Program as follows:

Lashburn	48 x 6.35 =	\$304.80 for 2020
Neilburg	220 x 6.35 =	\$1,397.00
Marsden	<u>305</u> x 6.35 =	<u>\$1,936.75</u>
Total	547	\$3,638.55

Carried

WCB Council **19/017 PATERSON:** That R.M. of Manitou Lake Councillors be covered under the Workers' Compensation Board for 2019 at a rate of \$50,000.00 for each member.

Carried

Cemetery Caretakers 19/018 **WRIGHT:** That the cemetery caretaker fees be set at \$750.00 per annum and \$75.00 per burial including cremations.

Carried

Custom Work 19/019 **PATERSON:** That custom work rate for the patrol be set at the rate of \$120.00 per hour; the tractor and loader \$80.00 per hour; the tractor and loader with the mower \$100.00 per hour, and the tractor and packers \$100.00 per hour, the backhoe at \$120 per hour, and the mulcher at \$200 per hour all prices include the R.M. employee operator.

Carried

Lanes 19/020 **GRAHAM:** That lanes or driveways within the municipality, upon request, be plowed and any lane or driveway be graded at a minimum charge of \$30.00 up to 20 minutes and \$120.00 per hour thereafter if the grader is going by and that special call out trips be charged from the time the grader leaves the shop until it returns.

Carried

Service & Sales Rates 19/021 **WRIGHT:** That the service rates be for 2019:
 photocopier: \$0.25 per sheet black and white
 photocopier: \$0.35 per sheet color
 fax machine: \$1.00 per page outgoing \$1.00/page receiving
 R.M. maps: \$10.00 per map
 \$15.00 per SAMA Field sheet with one copy available free to the property owner.

Carried

Assessment Info Fees 19/021 **SWANSTROM:** That the RM of Manitou Lake set the fees for previous years' assessment information at \$25 for the first parcel and \$5 per additional parcel per year of assessment information requested and that there is no fee charged if it is the landowner requesting the information.

Carried

Snow-plowing 19/022 **KOCH:** Whereas liability coverage is only supplied to farmers snowplowing on municipal roads when their equipment is properly flagged, they have flashing orange and blue beacons, and they are authorized by resolution and specifically named in meeting minutes prior to doing any snowplowing; **That council do not authorize any farmers to do snowplowing on municipal roads at this time.**

Carried

Appointments 19/023 **SWANSTROM:** That the following appointments be made for 2019:

Pest Control Officer

Glen McGladdery, Erin McGladdery

Pest Control Officer – for the purpose of dealing with Club Root

Duncan MacEachern, James Czerniak

Weed inspector

Duncan MacEachern

Lakeland Library Regional Council

Karl Koch, Hazel Koch

Pound-Keepers

Dave Gray SE-24-45-27-W3M

Norman Wright SW-30-43-27-W3M

Caretakers for Cemeteries

Paul Rutherford

Manitou Memorial

Ken Scott

Brady

Shelley Spence

Normanna

Brent Wilson

Beechwood

Fire Chief

Andrew Jackson.

Carried

Convention Rates **19/024 PATERSON:** That a per diem rate of \$250.00 be paid to official voting Councillors and all visiting delegates attending the SARM conventions and meals to be paid at a flat rate of \$80.00 per convention day attended including the Administration's attendance at SARM and RMAA Conventions.

Carried

Appoint Auditor **19/025 GRAHAM:** That Vantage Chartered Professional Accountants be appointed as Auditors for the year 2019 for the RM of Manitou Lake.

Carried

PPE Allowance **19/026 WRIGHT:** That R.M. of Manitou Lake reimburse up to \$250.00 for safety gear for the shop employees in 2019 upon submitting a receipt of purchase.

Carried

Regular Meetings **19/027 PATERSON:** That the regular meetings for 2019 be held in the Municipal Office Marsden, SK. on the Thursday following the first Tuesday of each month with all meetings to commence at 9:00 am.

Carried

Summer Student **19/028 WRIGHT:** That the RM of Manitou Lake No 442 apply for the 2019 Canada Summer Jobs Initiative funding program.

Carried

Emerg Co-ord **19/029 SWANSTROM:** That Colleen F Digness be appointed as Emergency Co-ordinator for the RM of Manitou Lake No 442.

Carried

Council recessed from 11:21 am to 11:30 am.

Delegate Robyn Flicek, North Sask River Basin Council

Council recessed for lunch from 11:50 am to 12:47 pm.

Delegate James Czerniak, Foreman

Councilor Joe Koch rejoined the meeting at 12:52 pm.

Right of Way Purch **19/030 PATERSON:** That the RM of Manitou Lake begin negotiations to purchase right of way for road widening to 46m West of 2 and 11-44-27-W3M.

Carried

Const Planning **19/031 KOCH:** That Foreman James Czerniak be authorized to obtain engineer estimates for road construction West of 32-46-26-W3M and West of 19-46-26-W3M and that right of way negotiations begin.

Carried

Foreman Report **19/032 KOCH:** That Council accepts Foreman James Czerniak's written report as circulated and that it be filed.

Carried

Correspondence **19/033 PATERSON:** That the following list of correspondence having been read be filed:

1. SARM – MEMBERSHIP
2. SARM – FEES 2019
3. SARM – RESOLUTION DEADLINE JAN 25
4. SARM – ELECTIONS
5. MLDP – FEB 2 & MARCH 11
6. NCTPC – WORKSHOPS
7. WCMGC - MINUTES
8. NWMA – HEALTH & SAFETY WORKSHOP

9. WCB 2019 RATE
10. SASKPOWER – NOTIFICATION – POWERPOLE MAINTENANCE
11. CREW – CANCELLATION – 15-9-47-25-3

Carried

In Camera 19/034 **LAMB:** That the RM of Manitou Lake No 442 Council moves to an in-camera session to discuss legal issues, office staffing, and Council Code of Ethics complaints as authorized by the legislative authority of Section 120 of *The Municipalities Act* including the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act* at 2:04 pm.

Carried

Foreman James Czerniak left the in camera meeting at 2:45 pm.

Reeve Ian Lamb, Councilor Norman Wright, and Councilor Joe Koch left the in camera meeting at 2:51 pm.

Out of Camera 19/035 **PATERSON:** That the RM of Manitou Lake No 442 Council rises from the in-camera discussion at 3:29 pm.

Carried

Chair 19/036 **PATERSON:** That Councilor Brian Graham be appointed Acting Chair.

Carried

Void Motions 19/037 **PATERSON:** That Motions 18/133 against former Councilor Bob Walde and 18/135 against Councilor Rick Swanstrom passed at the April 19, 2018 Special Meeting of Council be considered void as it appears the review of the Knibbs Reports and subsequent recommendations made by the Human Resource Committee is out of the Human Resource Committee mandate and policy.

Carried

NOTE: CAO Joanne Loy advised Council to send the Code of Ethics Complaint regarding the actions of the Human Resource Committee, in its entirety, to Holly Hobbs, IPMA-ACP for review to ensure impartiality by Council.

H Hobbs HR Code 19/038 **GRAHAM:** That the Code of Ethics Complaint, 19-001 regarding the actions of the Human Resource Committee in relation to motions 18/133 against former Councilor Bob Walde and 18/135 against Councilor Rick Swanstrom be sent to Holly Hobbs, IPMA-ACP, for review and determination if the actions are a Code of Ethics violation.

Carried

Councilor Norman Wright returned to the meeting at 3:32 pm.

Council Code of Ethics 19/039 **PATERSON:** That the two Code of Ethics Complaints, 19-002 and 19-003 on two RM Councilors be sent to Holly Hobbs, IPMA-ACP, to conduct an independent impartial investigation.

Carried

Reeve Ian Lamb and Councilor Joe Koch returned to the meeting at 3:34 pm.

Reeve Lamb resumed the Chair at 3:34 pm.

Seasonal Operator AD 19/040 **KOCH:** That the RM of Manitou Lake advertise for two Seasonal Equipment Operators with an estimated start date of April 1, 2019.

Carried

Assistant Trainee **19/041 PATERSON:** That Kimberley Lake be promoted to full time Assistant Trainee at a weekly salary of \$960 effective January 10, 2019.
Carried

LGA Courses **19/042 GRAHAM:** That the RM of Manitou Lake No 442 pay for the four required courses and text books under the Local Government Authority Program for Kimberley Lake at an estimated cost of \$870 per course.
Carried

Intern Program **19/043 WRIGHT:** That the RM apply to have Kimberley Lake as an Intern through the Municipal Administrator Internship Program.
Carried

Adjourn **19/044 GRAHAM:** That this meeting does now adjourn at 3:38 pm this day.
Carried

Adopted this 4th day of April 2019

Reeve

Administrator