

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday, January 22, 2019 commencing at 7:00 p.m. in the municipal council chambers in Marengo, Saskatchewan.

CALL TO ORDER

Mayor Travis McKillop called the meeting to order at 7:00 p.m. with the following council members in attendance:

Travis Clow
Trista Clow

AGENDA

2019-001

TRISTA CLOW – That the agenda be approved as circulated.

CARRIED

MINUTES

2019-002

TRAVIS CLOW – That the minutes from the regular meeting of council held on December 11th, 2018 be approved as circulated.

CARRIED

BOARD REPORTS

2019-003

TRISTA CLOW – That the following board reports be filed:

Marengo Water Treatment Plant Report
Employee Report
Joint Administration Report

CARRIED

JOINT ADMINISTRATION

2019-004

TRAVIS CLOW – That the following salary increases and purchases for the municipal office be approved effective January 1st, 2019:

Increase Trina Mears' wage from \$24.00 per hour to \$24.75 per hour;
Increase Candace Dueck's salary from \$52,225 per year to \$54,000 per year;

Increase Robin Busby's salary from \$97,220 per year to \$102,827 per year;

Purchase a 22kw Generac natural gas power generator, automatic 110A transfer switch and install a cement pad for the generator to sit on from Half Diamond R Electric Ltd. at a quoted cost of \$16,100 plus taxes; costs to be allocated as per the Joint Administration agreement;

Instruct the Administrator to replace the existing office furnace in 2019; three quotes to be obtained for the installation with the maximum costs not to exceed \$6,000.00 plus taxes; costs to be allocated as per the Joint Administration agreement;

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Instruct the Administrator to replace the computers on an as needed basis;

That the following percentages for the municipal joint administration salaries and expenses be implemented on January 1st, 2019:

Rural Municipality of Antelope Park No. 322	35.5%
Rural Municipality of Milton No. 292	35.5%
Division 7 in the RM of Milton No. 292	23.0%
Village of Marengo	6.0%

CARRIED

JOINT ADMINISTRATION AGREEMENT

2019-005 TRISTA CLOW – That we ratify the Joint Administration Agreement attached hereto and forming part of these minutes and append it to Bylaw 3/2009.

CARRIED

INCOME AND EXPENSE STATEMENT

2019-006 TRAVIS CLOW – That the statement of income and expense for December be approved as presented.

CARRIED

CANADA SUMMER JOBS

2019-007 TRISTA CLOW – That we apply for a summer student through the Canada Summer Jobs program.

CARRIED

CORRESPONDENCE

2019-008 TRAVIS CLOW – That the correspondence as listed on the agenda be filed for future reference.

CARRIED

2019 DONATIONS

2019-009 TRISTA CLOW – That the following donations be approved for 2019:

- \$75.00 – Westcliffe Composite School Awards Night
- \$100.00 – Kindersley & District Music Festival
- \$100.00 – KAWS Animal Rescue
- \$100.00 – Marengo Kinderschool
- \$100.00 – Bea Bank 4H Beef Club
- \$100.00 – Royal Canadian Legion – Flaxcombe Branch
- \$500.00 – Marengo Community Club

CARRIED

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SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

2019-010 TRAVIS CLOW – That we apply to the Saskatchewan Lotteries Community Grant Program for 2020 in the amount of \$9.39 per capita.
CARRIED

FIDELITY BOND

2019-011 TRISTA CLOW – That the administration fidelity bond, issued by SGI Insurance and renewed annually, be noted in the minutes as having been examined at the first meeting of 2019.
CARRIED

ASSET MANAGEMENT POLICY

2019-012 TRAVIS CLOW – That the asset management policy attached hereto and forming part of the minutes be adopted effective January 22nd, 2019.
CARRIED

SASKATCHEWAN WORKERS COMPENSATION BOARD

2019-013 TRISTA CLOW – That the municipal council be insured through Saskatchewan Workers Compensation at the minimum rate of \$35,682.00.
CARRIED

MARENGO RINK SIGN

2019-014 TRAVIS CLOW – That the following rules be established for the use of the Marengo rink effective immediately and that the following be posted at the rink:
All children 12 years and under must be accompanied by an adult;
All children 12 years and under must wear a helmet;
The rink is provided to the public free of charge and all users are to use the rink at their own risk.
CARRIED

TRANSFER TO RESERVE

2019-015 TRISTA CLOW– That we transfer \$2,000.00 from the general operating account to the recreation reserve; and that we transfer the same amount from the municipality’s general operating bank account to the municipality’s reserve bank account; money received as a donation to be placed towards the operation of the Marengo rink.
CARRIED

TRANSFER TO RESERVE

2019-016 TRAVIS CLOW – That we transfer \$500.00 from the general operating account to the recreation reserve; and that we transfer the same amount from the municipality’s general operating bank account to the municipality’s reserve bank account.
CARRIED

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Report Date
22/01/2019 8:02 PM

Village of Marengo
List of Accounts for Approval
As of 22/01/2019
Batch: 2018-00049 to 2019-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank 1 - Main Demand					
Computer Cheques:					
3088	17/12/2018	It Happens Septic Services 16570	Clean Out Rink Septic Tank	157.50	157.50
3089	17/12/2018	Kee Sheet Metal (2016) Ltd. 9137 9139	Hot Water Heaters for Rink Supplies for Rink Repairs	1,509.60 94.96	1,604.56
3090	17/12/2018	McKillop, Travis PartsRun11Dec18	Supply Run- Kindersley&Return	126.20	126.20
3091	17/12/2018	Saskatchewan Health Authority 3310273	Marengo Water Sample	23.00	23.00
3092	31/12/2018	Thomson, Rod Dec 2018	Wages Dec 1-31, 2018	223.70	223.70
3093	22/01/2019	102023541 Saskatchewan Ltd. Dec2018 WTP	Contracted WTP Operator	1,081.50	1,081.50
3094	22/01/2019	Canadian Public Safety PECC-2019-0383	2019 Dispatching Services	83.75	83.75
3095	22/01/2019	Enviroway Detergent Man Inc IN032991	WTP Chemicals	103.95	103.95
3096	22/01/2019	Heather Warrington Issued To: Heather Warrington 1501-06 (2018)	Animal Tags for 2019	33.30	33.30
3097	22/01/2019	Kindersley Co-op 247631	Cardlock Fuel December 2018	55.62	55.62
3098	22/01/2019	McDougall Gauley LLP 595446	Services re Fusion Contract	552.54	552.54
3099	22/01/2019	RM of Antelope Park No 322 2018-00031	Joint Admin Salaries&Benefits	982.32	982.32
3100	22/01/2019	Saskatchewan Health Authority 3311596 3312827	Marengo Water Sample Marengo Water Sample	23.00 23.00	46.00
3101	22/01/2019	Village of Marengo PO Dec 18, 2018 275 Jan 14, 2019	Postage - Water Sample Dog License Notice in Boxes Postage - Water Sample	8.56 4.04 17.48	30.08
3102	22/01/2019	Waste Management Corporation 0849723-0646-2	Garbage Bins	2,802.57	2,802.57
3103	22/01/2019	West Central Mun. Gov Committ 89-2019	2019 Membership	30.15	30.15
3104	22/01/2019	Wheatland Regional Library 3790	Library Levy - first half 2019	254.60	254.60
3105	22/01/2019	Travis McKillop Jan2019 Mtg	Mayor Indemnity	90.00	90.00

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Report Date
22/01/2019 8:02 PM

Village of Marengo
List of Accounts for Approval
As of 22/01/2019
Batch: 2018-00049 to 2019-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
3106	22/01/2019	Travis Clow Jan2019 Mtg	Councillor Indemnity	80.00	80.00
3107	22/01/2019	Trista Clow Jan2019 Mtg	Councillor Indemnity	80.00	80.00
				Total for Bank 1:	8,441.34

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Report Date
22/01/2019 8:02 PM

Village of Marengo
List of Accounts for Approval
As of 22/01/2019
Batch: 2018-00049 to 2019-00002

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - Paid Electronically					
Computer Cheques:					
999001006	17/12/2018	SaskPower Well20Nov2018	Village Well	115.53	115.53
999001007	17/12/2018	SaskPower MSL20Nov2018	Marengo Street Lights	502.69	502.69
999001008	17/12/2018	SaskPower MPH20Nov2018	Marengo Pump House	678.40	678.40
999001009	31/10/2018	Invalid invoices paid to clear			
999001010	08/01/2019	Minister of Finance Dec 2018	EPT Remittance - Monthly	3,429.13	3,429.13
999001011	09/01/2019	Receiver General December 2018	Remittance - Dec 2018	67.87	67.87
999001012	14/01/2019	SaskPower Well 18Dec18	Village Well	150.60	150.60
999001013	14/01/2019	SaskPower MSL 18Dec18	Marengo Street Lights	502.69	502.69
999001014	14/01/2019	SaskPower MPH 18Dec18	Marengo Pump House	588.32	588.32
999001015	18/01/2019	Minister of Finance PST Oct-Dec2018	PST Oct-Dec 2018	111.75	111.75
				Total for EFT:	6,146.98
				Grand Total:	14,588.32

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MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE, 20th day of December, 2018:

B E T W E E N:

The Rural Municipality of Milton No. 292
and
The Rural Municipality of Antelope Park No. 322
Saskatchewan Rural Municipalities
and
The Village of Marengo
Saskatchewan Urban Municipality

The councils of the rural municipalities and the urban municipality (the municipalities) agree as follows:

1. The councils of the municipalities comprise a Joint Administration Board to oversee the operation of this agreement;

JOINT COSTS

2. The municipalities agree to share administrative costs, including salaries and benefits, administrative convention and travel costs, office utilities, telephone, postage, stationery, miscellaneous office costs, and office equipment costs, on the following basis:

Rural Municipality of Milton No. 292	35.5%
Rural Municipality of Milton No. 292 (Alsask Division 7)	23.0 %
Rural Municipality of Antelope Park No. 322	35.5%
Village of Marengo	6.0%

3. The rural municipalities agree to make all expenditures in connection with providing the joint office and agree to present an accounting of expenditures annually or as otherwise required; the urban municipality agrees to reimburse the rural municipalities, and the rural municipalities agree to equalize their expenditure, by the end of each fiscal year;

PERSONNEL POLICY

4. Statutory duties as well as those assigned by the municipalities are the responsibility of the administrator who is appointed by each municipality to the position; supervision of the office and delegation of tasks are the responsibilities of the administrator.
5. Full time annual administrative employees are required to report for work 40 hours per week and may work a maximum of 8 hours per day;
6. The Administrator who is required to attend evening meetings or committee meetings of Rural Municipal Councils is entitled to 12 days off per year; evening village council meetings are classified as ordinary duties and no equivalent time off is allowed

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7. Assistant Administrative and casual administrative employees who are required to attend evening committee or council meetings are entitled to equivalent paid time off work;
8. Administrative employees annual holidays are granted as follows 1-9 years – 3 weeks, 10 years – 4 weeks, 15 years – 5 weeks, 20 years – 6 weeks, the years being portable from one municipality to another;
9. Annual salaried administrative employees may bank or accumulate a maximum of 10 days holidays over year end, but must be used by March 31st of that same year;
10. Annual salaried administrative employees are entitled to 1.5 paid sick days per month, with a maximum of 18 days in any 12-month period; there is no provision for *banking* of unused sick days; and casual administrative employees will be paid one sick day a month if sick on scheduled work days;
11. The municipalities adopt an ongoing policy authorizing the administrator to attend conventions and seminars as part of the duties of office, as required by the Urban and Rural Municipal Administrators' Associations of Saskatchewan; hotel room costs, meals, registration fees, and mileage allowance at rate to be determined at the annual joint meeting for the following year;
12. The administrator's annual professional association membership fees will be paid by the employers;
13. The Rural Municipalities shall insure employees under the SARM short-term disability benefits plan (which pays 80% of insured earnings after 7 continuous days of illness or disability) and under the mandatory SARM group life insurance plan, premiums for such insurance shall be paid by the municipalities;
14. The Rural Municipalities shall insure employees who are obliged as members of the Rural Municipal Administrators Association of Saskatchewan (or who may otherwise choose to be insured) to maintain group insurance under the SARM long-term disability benefits plan; premiums for such insurance shall be paid by the municipalities according to SARM's policies, and be reimbursed to the municipalities by the employees;
15. Health and Dental and Group Life Insurance coverage offered to other municipal employees shall also be offered to administrative employees, with the employer paying part of premiums on the same basis as is provided to other municipal employees;
16. Administrative employees be granted five – eight hour paid days for bereavement due to the death of immediate family, paid days off to be taken within the period commencing one week before and ending one week after the funeral; the definition of "immediate family" as taken from the *The Labour Standards Act* is as follows:
"Immediate family means a spouse, parent, grandparent, child, brother or sister of an employee or of a spouse."

COMMITTEE ADMINISTRATION


- 17. Meetings of the Joint Administration Board shall be held as required, with one annual meeting each December to be held on any date as may be selected; advance notice shall be provided to members.
- 18. Voting at Joint Administration meetings shall be by 3 voting delegates from each R.M. Council and 1 voting delegate for the Village Council.
- 19. The terms of the agreement shall be open to negotiation at the annual meeting, and new or revised agreements may be substituted from time to time; each municipality must individually ratify new agreements and append them to their bylaws, by resolutions adopted at municipal council meetings.


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Joint Administration Board Agreement

- 20. Dissolution of the agreement, due to a member wishing to withdraw, or due to a majority of members wishing to expel a member, requires twelve months advance notice.
- 21. This agreement replaces previous agreements (January, 1996 inter-municipal agreement, as amended in 1997, 2000, 2003, 2006, 2009, 2011, 2012, 2016) and continues.

Agreed by the municipalities on the dates shown:

[SEAL]  **Rural Municipality of Milton No. 292**
.....Reeve
Paul E. Cook
.....Administrator
Robin Busby
Appended to and forming part of Bylaw 2/2009, by resolution of council January 9th, 2019

[SEAL]  **Rural Municipality of Antelope Park No. 322**
.....Reeve
Landon Bennett
.....Administrator
Robin Busby
Appended to and forming part of Bylaw 2009-03, by resolution of council January 15th, 2019

[SEAL]  **Village of Marengo**
.....Mayor
[Signature]
.....Administrator
Robin Busby
Appended to and forming part of Bylaw 2009-03, by resolution of council January 22nd, 2019

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Box 70
 Marengo, Saskatchewan
 S0L 2K0
 (306) 968-2922
 (306) 912-8922 fax
 rm292.rm322@sasktel.net

ASSET MANAGEMENT POLICY

Village of Marengo	Policy Name ASSET MANAGEMENT	Doc No	
		Version 1	Date 01/22/2019
Controller:	Approved by Council:	Review Date	
ADMINISTRATOR	January 22, 2019	January 2020	

1.0 Purpose

The purpose of this policy is to set guidelines for implementing consistent asset management processes throughout the Village of Marengo.

2.0 Scope

This policy applies to all the Village of Marengo departments, officers, employees and contractors.

3.0 Objectives

To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that services and infrastructure are provided in a financially sustainable manner, with the appropriate levels of service to customers and the environment.
- Safeguarding infrastructure assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all employees take an integral part in overall management of infrastructure assets by creating and sustaining an asset management awareness throughout the Village of Marengo by training and development.
- Meeting any legislative and regulatory requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.

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- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

4.0 Policy

4.1 Background

Asset management practices impact directly on the core business of the Village of Marengo and appropriate asset management is required to achieve our strategic service delivery objectives.

Adopting asset management principles will assist in achieving our Strategic Long Term Plan and Long Term Financial objectives.

Sustainable Service Delivery ensures that services are delivered in a socially, economically and environmentally responsible manner in such a way that does not compromise the ability of future generations to make their own choices.

Sound Asset Management practices enable sustainable service delivery by integrating customer values, priorities and an informed understanding of the trade-offs between risks, costs and service performance.

4.2 Principles

The Village of Marengo sustainable service delivery needs will be met by ensuring adequate provision is made for the long-term planning, financing, operation, maintenance, renewal, upgrade, and disposal of capital assets by:

1. Ensuring that the Village of Marengo capital assets are provided in a manner that respects financial, cultural, economic and environmental sustainability;
2. Meeting all relevant legislative and regulatory requirements;
3. Demonstrating transparent and responsible Asset Management processes that align with demonstrable best-practices;
4. Implementing sound Asset Management plans and strategies and providing sufficient financial resources to accomplish them by:
 - a. Asset Management plans will be completed for all major asset / service areas.
 - b. Expenditure projections from Asset Management Plans will be incorporated into the Village of Marengo Long Term Financial Plan.
 - c. Regular and systematic reviews will be applied to all asset plans to ensure that assets are managed, valued, and depreciated in accordance with appropriate best practice.
 - d. Regular inspection will be used as part of the asset management process to ensure agreed service levels are maintained and to identify asset renewal priorities.
 - e. Asset renewals required to meet agreed service levels and identified in adopted asset management plans, and when applicable long term financial plans, will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented.
 - f. Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

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- g. Future service levels with associated delivery costs will be determined in consultation with the community.
- h. Ensuring necessary capacity and other operational capabilities are provided and Asset Management responsibilities are effectively allocated;
- i. Creating a corporate culture where all employees play a part in overall care for the Village of Marengo assets by providing necessary awareness, training and professional development; and
- j. Providing those we serve with services and levels of service for which they are willing and able to pay.

5.0 Related Documents

- Asset Management Strategy
- Asset Management Plans
- Official Community Plan
- Prairie West Planning District Plan
- Long Term Financial Plan

6.0 Responsibility

Councillors are responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Village of Marengo asset management strategy and plans. The council is also responsible for ensuring that Village of Marengo resources are appropriately allocated to ensure sustainable service delivery.

The **Administrator** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within the Village of Marengo.

7.0 Review Date

This policy has a life of 4 years or less at the discretion of the current Council. It will be reviewed in January of 2020.



Mayor



Administrator



Date

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Village of Marengo - Agenda
Meeting of Council
Tuesday January 22nd, 2019 at 7:00 p.m.

NO DELEGATIONS SCHEDULED

1. Call to Order
2. Agenda
3. Minutes
4. Reports
 - Marengo Water Treatment Plant Report
 - Employee Report
 - Joint Administration Report
5. Administrator's Report - Revenue and Expenses for December
6. Correspondence (see other side)
7. 2019 Wages
8. 2019 Donations
9. Saskatchewan Lotteries Community Grant Program
10. CNRL Lloydminster Donation Committee
11. Fidelity Bond
12. Asset Management Policy (copy)
13. Saskatchewan Workers' Compensation
14. Sign for Marengo Rink
15. Donation received for Marengo rink, move to reserve?
16. Community Event License - 3 on 3 tournament
17. Closure of Alley - 3 on 3 tournament
18. Water Treatment Plant contract
19. Pest Control Officer
20. Fusion Pipe Solutions - Outstanding Invoice 2018-00006
21. 2019 Equipment Purchases
22. 2019 Projects
23. Robin Away - February 22 - March 3
24. Date of next meeting - February 11th, 2019?
25. Other
 -
 -
26. Accounts
27. Adjourn

Village of Marengo Correspondence January 22nd, 2019

SRC Analytical

- 19-Dec-2018 Free Chlorine 1.42 Total Chlorine 2.06 Turbidity 0.31
- 15-Jan-2019 Free Chlorine 2.01 Total Chlorine 2.20 Turbidity 0.59
- 15-Jan-2019 Trihalomethane results 74.2 ug/L Sask guidelines <100

Ministry of Government Relations

- December 2018 Municipalities Today (copy)
- January 2019 Municipalities Today (copy)

Government of Canada

- Canada Summer Jobs

Saskatchewan Assessment Management Agency

- Notice of SAMA Annual Meeting - April 10th, 2019 - Regina

Saskatchewan Workers' Compensation Board

- 2019 Premium Rate Notice

SaskPower

- Transformer oil testing and replacements

West Central Municipal Government Committee

- 2019 Membership and 2018 Review

Rivers West District

- 2019 Volunteer Recognition Program

G-Mac's AgTeam LP

- Partnership Announcement

Kerrobert & District Ag Society

- Thank you for your support