

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday, January 24th, 2017 commencing at 8:00 p.m. in the municipal council chambers in Marengo, Saskatchewan.

CALL TO ORDER

Mayor Travis McKillop called the meeting to order at 8:00 p.m. with the following council members in attendance:

Travis Clow
Trista Clow

AGENDA

2017-001

TRISTA CLOW – That the agenda be approved as circulated with the following addition:

SOS Safety Magazine
Parking of heavy vehicles on Main Street

CARRIED

MINUTES

2017-002

TRAVIS CLOW – That the minutes from the council meeting held on December 13th, 2016 be approved as presented.

CARRIED

BOARD REPORTS

2017-003

TRISTA CLOW – That the following board reports be filed:

Marengo Water Treatment Plant Report
Employee Report
Joint Administration Report

CARRIED

JOINT ADMINISTRATION REPORT

2017-004

TRISTA CLOW – That the following salary increases, and repairs to the municipal office be approved effective January 1st, 2017:

Increase Trina Mears' wage from \$23.00 per hour to \$23.50 per hour;
Increase Candace Dueck's salary from \$50,000 to \$51,100;
Increase Robin Busby's salary from \$88,348.00 to \$92,105.00;

Make the following repairs and updates to the municipal office:

Install lever type door knob on interior porch door;
Install 3 interior steel doors and frames in the Administrator's office, first door entering the hallway and the door entering the kitchenette;

Construct and install a counter top and half door between the existing counter and the west wall of the Administrator's office.

CARRIED

TM
RB

JOINT ADMINISTRATION AGREEMENT

2017-005 TRAVIS CLOW – That we ratify the Joint Administration Agreement attached hereto and forming part of these minutes and append it to Bylaw 2009-03, replacing the 2012 agreement.

CARRIED

INCOME AND EXPENSE STATEMENT

2017-006 TRISTA CLOW – That the statement of income and expense for December be approved as presented.

CARRIED

APPROVAL OF BYLAW 2016-04 - WATER AND SEWER RATE BYLAW

2017-007 TRAVIS CLOW – That we acknowledge the receipt of the approval of Bylaw 2016-04, a bylaw to fix the rates to be charged for the use and consumption of water and to fix the rates to be charged by way of rent or service charge for the use of sewer from the Saskatchewan Municipal Board.

CARRIED

CORRESPONDENCE

2017-008 TRISTA CLOW – That the correspondence as listed on the agenda be filed for future reference.

CARRIED

BYLAW 2016-03 - THE PRAIRIE WEST DISTRICT PLAN BYLAW

2017-009 TRISTA CLOW – That Bylaw 2016-03, a bylaw to adopt the Prairie West District Plan be given second reading.

CARRIED

2017-010 TRAVIS CLOW – That the third reading of Bylaw 2016-03 be permitted at this meeting.

**CARRIED
UNANIMOUSLY**

2017-011 TRISTA CLOW – That Bylaw 2016-03 be given third reading and be adopted.

CARRIED

*TM
RB*

2017 DONATIONS**2017-012**

TRISTA CLOW – That the following donations be approved for 2017:
 \$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
 \$1,000.00 - Marengo Community Club

CARRIED**FIDELITY BOND****2017-013**

TRAVIS CLOW – That the administration fidelity bond, issued by Kindersley Insurance and renewed annually, be noted in the minutes as having been examined at the first meeting of 2017.

CARRIED**SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM****2017-014**

TRISTA CLOW – That we apply to the Saskatchewan Lotteries Community Grant Program 2018 in the amount of \$9.39 per capita.

CARRIED**CANCEL AGRICARD****2017-015**

TRAVIS CLOW – That we cancel the following AgriCards:
 Card ending with****6019
 Card ending with****6027

CARRIED**WASTE MANAGEMENT OF CANADA CORPORATION****2017-016**

TRISTA CLOW – That we enter into a 3 year service agreement with Waste Management of Canada Corporation to provide garbage disposal services for the Village of Marengo with the following rates approved:
 Service Base Rate: \$1,781.63 per month
 Container Service Plan \$39.80 per month

CARRIED**SEPTIC TANK CLEANOUTS****2017-017**

TRAVIS CLOW – That we table the discussion of septic tank cleanouts until the next regular meeting of council.

CARRIED

TM
RB

MUNICIPAL BYLAW COURT

2017-018 TRISTA CLOW – That the Administrator write a letter to the Town of Kindersley stating that the Village of Marengo is interested in supporting the application to have a Justice of the Peace appointed for the Town of Kindersley and the surrounding areas.

CARRIED**CENTENNIAL PARK REHABILITATION**

2017-019 TRAVIS CLOW – That we purchase the following items for the Centennial Park rehabilitation; items will be purchased by the Village of Marengo and the expenses will be submitted to Western Diversification via the Canada150 grant program; approximate cost is \$5,972.81 plus taxes:

2 - plastic benches	\$1,452.60
2 - picnic tables	\$2,344.92
1 - inground mount kit	\$92.01
1 - connector cable	\$42.11
1 - steel receptable with liner	\$689.25
Shipping	\$1,351.92

CARRIED**ACCOUNTS**

2017-020 TRISTA CLOW – That the following accounts be approved for payment:

<u>Cheque No.</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
EFT	Sask Power	Street Lights	471.48
EFT	Sask Power	Pump House	579.72
EFT	Receiver General	Remittance - December 2016	68.47
EFT	Sask Power	Village Well	102.26
EFT	Sask Power	Street Lights	471.48
EFT	Sask Power	Pump House	648.28
2643	THOMSON, Rodney W.	Wages, December 1-31, 2016	115.17
2644	Heather Warrington	Dog License Tags	45.71
2645	KGS Group Consulting Engineers	Sewage Collection System Modifications	5,891.23
2646	Sun West School Division No. 207	Remittance - December 2016	3,418.14
2647	Gordon Chilik	WTP Operator - December 2016	1,255.00
2648	R.M. of Antelope Park No. 322	Admin Salaries & Benefits to 31 Dec 2016	1,063.73
2649	City of Prince Albert	Dispatch Services for 2017	58.75
2650	KGS Group Consulting Engineers	Sewage Collection System Modifications	8,815.38
2651	Kindersley & District Co-op	Fuel	32.06
2652	Marengo Community Club	2016-2017 Sask Lotteries Grant	161.00
2653	Minister of Finance - PST	PST Payable for 2016	62.00
2654	Minister of Finance - Sask Health	Water Samples	63.00
2655	R.M. of Antelope Park No. 322	5% Joint Expenses-SWCB & Office Insurance	65.64
2656	R.M. of Milton No. 292	5% Joint Office Expenses	1,159.82
2657	R.M. of Snipe Lake No. 259	Share of Prairie West Planning District Mtg	184.57
2658	Village of Marengo PO	Postage	24.14

RB

2659	Waste Management of Canada Corporation	Garbage Bins	2,733.48
2660	West Central Mun. Gov't Committee	2017 Membership	18.80
2661	Wheatland Regional Library	First Half 2017 Library Levy	173.90
2662	Travis McKillop	Mayor Indemnity - January 2017	85.00
2663	Travis Clow	Councillor Indemnity - January 2017	75.00
2664	Trista Clow	Councillor Indemnity - January 2017	75.00

CARRIED

ADJOURN

2017-021 TRAVIS CLOW – That this meeting now adjourn at 9:04 p.m.

CARRIED



Mayor



Administrator

Tuesday February 28th, 2017 at 8:00 p.m. – Next regular meeting of council

MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE, 22nd day of December, 2016:

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	37.5%
Rural Municipality of Milton No. 292 (Alsask Division 7)	20 %
Rural Municipality of Antelope Park No. 322	37.5%
Village of Marengo	5%

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

Continued.....

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

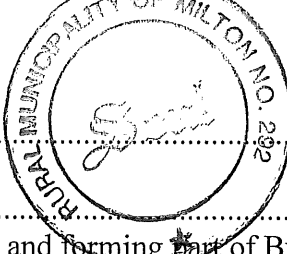
- 17. Meetings of the Joint Administration Board shall be held as required, with one annual meeting each December to be held on any date as may be selected; advance notice shall be provided to members.
- 18. Voting at Joint Administration meetings shall be by 3 voting delegates from each R.M. Council 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.

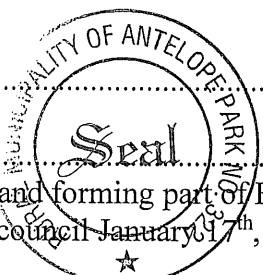
Continued.....


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) and continues.

Agreed by the municipalities on the dates shown:

[SEAL]  **Rural Municipality of Milton No. 292**
.....Reeve
.....Robin Busby Administrator
Appended to and forming part of Bylaw 2/2009, by
resolution of council January 19th, 2017

[SEAL]  **Rural Municipality of Antelope Park No. 322**
.....Reeve
.....Robin Busby Administrator
Appended to and forming part of Bylaw 1-2009, by
resolution of council January 17th, 2017

[SEAL]  **Village of Marengo**
.....Mayor
.....Robin Busby Administrator
Appended to and forming part of Bylaw 2009-03, by
resolution of council January 24, 2017

Village of Marengo - Agenda
Meeting of Council
Tuesday, January 24th, 2017 at 8:00 p.m.

8:15 p.m. - Jordan Cowie

1. Call to Order
2. Agenda
3. Minutes
4. Board Reports
 - Marengo Water Treatment Plant Report
 - Employee Report
 - Joint Administration Report
5. Administrators Report - Revenue and Expenses for December (copy)
6. Correspondence (see other side)
7. Bylaw 2016-03
8. 2017 Donations
 - 2016 Donations*
 - That the following donations be approved for 2016:
 - \$75.00 - Westcliffe Composite School Awards Night
 - \$100.00 - West Central Crisis and Family Support Centre
 - \$100.00 - KAWS Animal Rescue
 - \$100.00 - Marengo Kinderschool
 - \$100.00 - Bea Bank 4H Beef Club
 - \$100.00 – Royal Canadian Legion – Flaxcombe Branch
 - \$1,000.00 - Marengo Community Club
9. Fidelity Bond
10. Saskatchewan Lotteries Community Grant Program
11. Cancel AgriCard
12. Waste Management Corporation of Canada
13. Septic Tank cleanouts for 2017
14. Fan noise from elevator
15. Municipal Bylaw Court
16. Purchase of items for Phase II of Centennial Park Rehabilitation
17. Date of next meeting - February 28th, 2017
18. Other
 - SOS Safety Magazine
 - Parking of heavy vehicles on Main Street
19. Accounts
20. Adjourn

Village of Marengo Correspondence January 24th, 2017

SRC Analytical

- 21-Dec-2016 Free Chlorine 1.21 Total Chlorine 1.80 Turbidity 0.53
- 04-Jan-2016 Free Chlorine 1.32 Total Chlorine 1.82 Turbidity 0.40
- 17-Jan-2016 Free Chlorine 1.07 Total Chlorine 1.68 Turbidity 0.32

- Trihalomethane results - 83.9 ug/l Sask Guidelines <100

Ministry of Government Relations

- December 2016 Municipalities Today
- January 2017 Municipalities Today

West Central Municipal Government Committee

- 2017 Membership

Saskatchewan Municipal Board

- Approval of utility rates

Saskatchewan Assessment Management Agency (SAMA)

- 2017 SAMA Municipal Invoice Estimate
- Notice of SAMA Annual Meeting - April 12th, 2017 - Regina

Federation of Canadian Municipalities (FCM)

- 2017-2018 Membership
- News Release: CRTC Broadband Decision

Saskatchewan Workers' Compensation Board

- Second installation of surplus distribution

Peter Van Loan - MP York-Simcoe

- Private Member's Bill - Tax credit for restoration of historic places.