

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday January 28th, 2020 in the municipal council chambers located at 20 1st Avenue North in Marengo, Saskatchewan.

CALL TO ORDER

Mayor Travis McKillop called the meeting to order at 7:07 p.m. with the following council members in attendance:

Travis Clow
Trista Clow

The following staff members were in attendance:

Administrator Robin Busby

Agenda was reviewed by council and used as a guideline for the meeting.

MINUTES

2020-001

TRAVIS CLOW – That the minutes from the council meeting held on December 18th, 2019 be approved as circulated.

CARRIED

BOARD REPORTS

2020-002

TRISTA CLOW – That the following board reports be filed:
Marengo Water Treatment Plant Report - December 2019
Employee Report - January 2020
Joint Administration Meeting - December 19th, 2019
Prairie West Planning District Meeting - January 22nd, 2020

CARRIED

JOINT ADMINISTRATION

2020-003

TRAVIS CLOW – That the following salary increases and purchases for the municipal office, and other items be approved effective January 1st, 2020:
Increase Lisa Ensor's wage from \$18.00 per hour to \$18.55 per hour;
Increase Trina Mears' wage from \$24.75 per hour to \$25.50 per hour;
Increase Candace Dueck's salary from \$54,000 per year to \$55,620 per year;
Increase Robin Busby's salary from \$102,827 per year to \$107,600 per year;
Increase Tracy Clow's janitorial contract from \$5,760.00 to \$5,940.00 per year;
Repair the furnace chimney on the municipal office building;
Purchase a NAMS.Plus Subscription in the amount of \$640.00 plus taxes in 2020;
Instruct the Administrator to investigate accessibility options for the municipal office and provide a recommendation to the municipal councils before the Joint Administration meeting in 2020;

TC RB

Authorize Candace Dueck and Trina Mears to attend the 2020 Munisoft Conference in Regina from September 15th to 17th, 2020 at an estimated cost of \$2,390.00;

That the following percentages for municipal building maintenance, building expenses, and administration capital purchases and software be implemented on January 1st, 2020:

Rural Municipality of Antelope Park No. 322	47%
Rural Municipality of Milton No. 292	47%
Village of Marengo	6%

CARRIED

JOINT ADMINISTRATION AGREEMENT

2020-004 **TRISTA CLOW** – That we ratify the Joint Administration Agreement attached hereto and forming part of these minutes and append it to Bylaw 2009-03.

CARRIED

INCOME AND EXPENSE STATEMENT

2020-005 **TRAVIS CLOW** – That the statement of income and expense for December be approved as presented.

CARRIED

CORRESPONDENCE

2020-006 **TRISTA CLOW** – That we acknowledge receipt of the following correspondence and file for future reference:
SRC Analytical
17-Dec-2019 Free Chlorine 0.47 Total Chlorine 0.98 Turbidity 0.31
14-Jan-2020 Free Chlorine 1.16 Total Chlorine 1.74 Turbidity 0.28
(acceptable results: Free Chlorine >.1, Turbidity <.30, Total Chlorine any amount)
14-Jan-2020 Trihalomethanes 84.5 ug/L Sask guidelines <100
17-Jan-2020 Total haloacetic acides 36 ug/L Sask guidelines <80

Ministry of Government Relations
December 2019 Municipalities Today
January 2020 Municipalities Today
Investing in Canada Infrastructure Program (ICIP)
Prairie West District Plan

West Central Municipal Government Committee
2019 Activities and 2020 Membership

Canadian Public Works Association - Saskatchewan Chapter
2020 Annual Conference

CARRIED

TC RB

PERMIT TO OPERATE A WATERWORKS

2020-007 **TRAVIS CLOW** – That we acknowledge that the municipality has received the Permit to Operate a Waterworks from the Water Security Agency and that the permit comes into effect April 1st, 2020.

CARRIED

PERMIT TO OPERATE A SEWAGE WORKS

2020-008 **TRISTA CLOW** – That we acknowledge that the municipality has received the Permit to Operate a Sewage Works from the Water Security Agency and that the permit comes into effect April 1st, 2020.

CARRIED

PURCHASE OF SKID STEER

2020-009 **TRAVIS CLOW** – That we table the discussion of the purchase of a skid steer until the March meeting of council.

CARRIED

INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP)

2020-010 **TRISTA CLOW** – That we complete and support the application for the Investing in Canada Infrastructure Program (ICIP) under the Green Infrastructure Stream and that the municipality apply for the complete mapping of all water and sewer mains and service lines in the Village of Marengo; and council agrees to meet legislated standards, to meet the terms and conditions of the ICIP program, to conduct an open tendering process, to manage the construction of the project, to fund the municipal share of the construction cost, to fund ongoing operation and maintenance costs, and to follow any mitigation measures as required by *The Canadian Environmental Assessment Act* and *The Environmental Assessment Act (Saskatchewan)*.

CARRIED

FIDELITY BOND

2020-011 **TRAVIS 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 2020.

CARRIED

Tc RB

POLICY MANUAL - MISSION STATEMENT

2020-012 **TRISTA CLOW** – That the following mission statement be approved for the Village of Marengo and it shall be included in the municipality's policy manual:
"Our mission is to maintain and enhance the economic, cultural and social well-being of our ratepayers. We accomplish our mission by providing services to the public which cannot feasibly be achieved individually such as transportation, protective, environmental, public health, welfare, economic development, recreational and cultural services for the benefit of the public as a whole."

CARRIED

OFFICIAL COMMUNITY PLAN AND ZONING BYLAW

2020-013 **TRAVIS CLOW** – That we acknowledge receipt of the endorsement from the Ministry of Government Relations of the Village of Marengo's Official Community Plan Bylaw 2017-05 and the Zoning Bylaw 2017-06.

CARRIED

SASKATCHEWAN LOTTERIES COMMUNITY GRANT PROGRAM

2020-014 **TRISTA CLOW** – That we apply to the Saskatchewan Lotteries Community Grant Program for 2021 in the amount of \$9.39 per capita.

CARRIED

CANCEL CHEQUE NO. 3081

2020-015 **TRAVIS CLOW** – That we cancel cheque #3291 in the amount of \$1,211.70 payable to 102023541 Saskatchewan Ltd. as the cheque was incorrectly issued to the wrong numbered company and that we re-issue a cheque in the amount of \$1,211.70 to 102053541 Saskatchewan Ltd.

CARRIED

COMMUNITY EVENT LICENSE - 3 ON 3 HOCKEY TOURNAMENT

2020-016 **TRISTA CLOW** – That we approve the issuance of a Community Event License to the Marengo Merchants for an outdoor 3 on 3 hockey tournament to take place at the Marengo hockey rink in Marengo, Saskatchewan on the following dates:

Saturday, February 8th, 2020 - 12:00 p.m. to 12:00 a.m.

CARRIED

3 ON 3 HOCKEY TOURNAMENT

2020-017 **TRAVIS CLOW** – That we permit the Marengo Merchants to temporarily close the alley access between the Royal Canadian Legion building and the rink shack to the south. Closure to occur no earlier than February 7th, 2020 and alley must be reopened by 2:00 p.m. on February 9th, 2020.

CARRIED

TC RB

2020 DONATIONS

2020-018

TRISTA CLOW – That the following donations be approved for 2020:

\$75.00 – Westcliffe Composite School Awards Night

\$100.00 – Kindersley & District Music Festival

TC 18
\$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

SASKATCHEWAN WORKERS COMPENSATION BOARD

2020-019

TRAVIS CLOW – That the municipal council be insured through Saskatchewan Workers Compensation at the minimum rate of \$35,992.00.

CARRIED

ACCOUNTS

2020-020

TRISTA CLOW – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.

CARRIED

ADJOURN

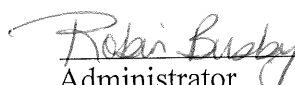
2020-021

TRAVIS CLOW – That this meeting now adjourn at 8:01 p.m.

CARRIED



Mayor



Administrator

Tuesday February 25th, 2020 at 7:00 p.m. – Next regular meeting of council

Report Date
28/01/2020 2:01 PM

Village of Marengo
List of Accounts for Approval
As of 28/01/2020
Batch: 2019-00070 to 2020-00001

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: Bank 1 - Main Demand					
Computer Cheques:					
3285	31/12/2019	Clow, Trista 9878 PvyMrt	Snow Shovels for Rink	77.68	77.68
3286	31/12/2019	Enviroway Detergent Man Inc CN006197 IN042319	Chemical Pail Deposit Refund WTP Chemicals	10.50- 158.55	148.05
3287	31/12/2019	Information Services Corp. Stmt31Dec2019	Title Details	24.00	24.00
3288	31/12/2019	RM of Antelope Park No 322 2019-00047	Share of Joint Admin Payroll	1,158.10	1,158.10
3289	31/12/2019	SARM PRINT19901	Offence and Violation Books	97.64	97.64
3290	31/12/2019	Saskatchewan Health Authority 3341346	Bi-weekly Sample	23.00	23.00
3291	31/12/2019	Wrong # Co. from Invoice			
3292	13/01/2020	102053541 Saskatchewan Ltd. Dec 2019 WTP	Contracted WTP Operator	1,211.70	1,211.70
3293	13/01/2020	Canadian Public Safety 0010390	2020 Dispatching Services	92.13	92.13
3294	13/01/2020	FCM (Federation of Canadian 20059-K4X5M0	2020 - 2021 Membership	97.40	97.40
3295	13/01/2020	Greene Farms Drilling Ltd 3656	Water Pump Maintenance Check	555.00	555.00
3296	13/01/2020	Kindersley Dist Music Festival 2020 Donation	2020 Bronze Sponsorship	100.00	100.00
3297	13/01/2020	Waste Management Corporation 0862458-0646-7	Garbage Bins to 3 January	184.46	184.46
3298	13/01/2020	West Central Mun. Gov Committ 89-2020	2020 Membership	30.15	30.15
3299	13/01/2020	Wheatland Regional Library 4095	Library Levy - first half 2020	257.95	257.95
3300	28/01/2020	Enviroway Detergent Man Inc CN006364 IN042693	Chemical Pail Deposit Refund WTP Chemicals	63.00- 250.95	187.95
3301	28/01/2020	Saskatchewan Health Authority 3343082 1121214	Bi-weekly Sample Marengo THM Sample	23.00 80.75	103.75
3302	28/01/2020	Sask Research Council 1194171	Haloacetic Acid Analysis	218.93	218.93
3303	28/01/2020	Village of Marengo PO 316 Jan 13, 2020	License Pets Reminder Mailout Postage - Water Sample	14.81 17.91	

TC RB

Report Date
28/01/2020 2:01 PM

Village of Marengo
List of Accounts for Approval
As of 28/01/2020
Batch: 2019-00070 to 2020-00001

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
		27 Jan 2020	Postage - Water Sample	9.17	41.89
3304	28/01/2020	Waste Management Corporation 0863942-0646-9	Removal of 5 bins	1,318.45	1,318.45
3305	28/01/2020	Travis McKillop Mtg IND 2001	Mayor Indemnity	90.00	90.00
3306	28/01/2020	Travis Clow Mtg IND 2001	Councillor Indemnity	80.00	80.00
3307	28/01/2020	Trista Clow Mtg IND 2001	Councillor Indemnity	80.00	80.00
				Total for Bank 1:	6,178.23

TC RB

Report Date
28/01/2020 2:01 PM

Village of Marengo
List of Accounts for Approval
As of 28/01/2020
Batch: 2019-00070 to 2020-00001

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Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: EFT - Paid Electronically					
Computer Cheques:					
999001072	31/12/2019	SaskPower Well 20Nov2019	Village Well	75.82	75.82
999001073	31/12/2019	SaskPower Rink 25Nov2019	Marengo Rink & Shack	134.16	134.16
999001074	31/12/2019	SaskPower MSL 20Nov2019	Marengo Street Lights	507.72	507.72
999001075	31/12/2019	SaskPower MPH 20Nov2019	Marengo Pump House	741.23	741.23
999001076	06/01/2020	Minister of Finance Dec 2019	EPT Remittance - Monthly	2,786.42	2,786.42
999001077	14/01/2020	SaskPower Well 18Dec2019	Village Well	183.57	183.57
999001078	14/01/2020	SaskPower Rink 18Dec2019	Marengo Rink & Shack	278.30	278.30
999001079	14/01/2020	SaskPower MSL 18Dec2019	Marengo Street Lights	507.72	507.72
999001080	14/01/2020	SaskPower MPH 18Dec2019	Marengo Pump House	673.13	673.13
				Total for EFT:	5,888.07
				Grand Total:	12,066.30

TC AB

MEMORANDUM OF AGREEMENT MADE IN TRIPLICATE, 19th day of December, 2019:

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;
4. The municipalities agree to share building maintenance, building expenses municipal building capital purchases and municipal software on the following basis:

Rural Municipality of Milton No. 292	47.0%
Rural Municipality of Antelope Park No. 322	47.0%
Village of Marengo	6.0%

PERSONNEL POLICY

5. 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.
6. 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;
7. 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

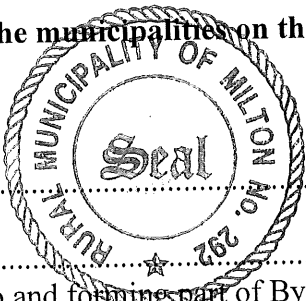

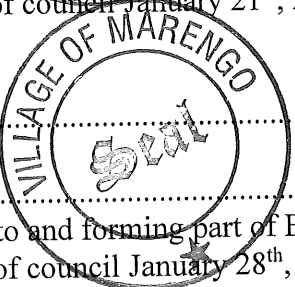
Continued.....

8. Assistant Administrative and casual administrative employees who are required to attend evening committee or council meetings are entitled to equivalent paid time off work;
9. 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;
10. 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;
11. Annual salaried administrative hourly paid employees are entitled to 1.5 paid medical days per month, with a maximum of 18 days in any 12-month period; there is no provision for *banking* of unused medical days.
12. 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;
13. The administrator's annual professional association membership fees will be paid by the employers;
14. 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;
15. 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;
16. 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;
17. 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

- 18. 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.
- 19. Voting at Joint Administration meetings shall be by 3 voting delegates from each R.M. Council and 1 voting delegate for the Village Council.
- 20. 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.
- 21. 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.
- 22. This agreement replaces previous agreements (January, 1996 inter-municipal agreement, as amended in 1997, 2000, 2003, 2006, 2009, 2011, 2012, 2016, 2018) and continues.

Agreed by the municipalities on the dates shown:

<p>[SEAL]</p>  <p>Appended to and forming part of Bylaw 2/2009, by resolution of council January 8th, 2020</p>	<p>Rural Municipality of Milton No. 292</p> <p><i>David L. Smith</i> Reeve</p> <p><i>Robin Busby</i> Administrator</p>
<p>[SEAL]</p>  <p>Appended to and forming part of Bylaw 1-2009, by resolution of council January 21st, 2020</p>	<p>Rural Municipality of Antelope Park No. 322</p> <p><i>Ardenne O'Connell</i> Reeve</p> <p><i>Robin Busby</i> Administrator</p>
<p>[SEAL]</p>  <p>Appended to and forming part of Bylaw 2009-03, by resolution of council January 28th, 2020</p>	<p>Village of Marengo</p> <p><i>[Signature]</i> Mayor</p> <p>..... Administrator</p>

Village of Marengo - Agenda
Meeting of Council
Tuesday January 28th, 2020 at 7:00 p.m.

NO DELEGATIONS SCHEDULED

1. Call to Order
2. Agenda
3. Minutes
4. Reports
 - Marengo Water Treatment Plant Report - December 2019
 - Employee Report - December 2019
 - Joint Administration
5. Administrator's Report - Revenue and Expenses for December 2019
6. Correspondence (see other side)
7. Permit to Operate a Waterworks
8. Permit to Operate a Sewage Works
9. Quotes received for skid steer (copy)
10. 2020 Projects
11. Water and sewer line locates
12. Investing in Canada Infrastructure Program (ICIP) application
13. Outstanding accounts receivable account
14. Fidelity Bond
15. Policy Manual - Mission Statement
16. Official Community Plan and Zoning Bylaw
17. Highway 317 Speed Data
18. 2020 Re-inspection completed by Saskatchewan Assessment Management Agency
19. Saskatchewan Lotteries Community Grant Program
20. Cancel cheque 3291
21. Community Event License - Marengo Merchants
22. Closure of Alley - 3 on 3 tournament
23. 2020 Donations
24. Saskatchewan Workers' Compensation
25. Robin away Feb 5-13, 2020
26. Other
 - *Garbage Bylaw (addition after agenda deadline)*
27. Accounts
28. Adjourn

Village of Marengo Correspondence January 28th, 2020

SRC Analytical

- 17-Dec-2019 Free Chlorine 0.47 Total Chlorine 0.98 Turbidity 0.31
- 14-Jan-2020 Free Chlorine 1.16 Total Chlorine 1.74 Turbidity 0.28
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- 14-Jan-2020 - Trihalomethanes 84.5 ug/L Sask guidelines <100
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Ministry of Government Relations

- December 2019 Municipalities Today (copy)
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- 2019 Activities and 2020 Membership

Canadian Public Works Association - Saskatchewan Chapter

- 2020 Annual Conference