

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday January 25th, 2022 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 6:57 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 to be used as a guideline for the meeting.

MINUTES

2022-001 **TRISTA CLOW** – That the minutes from the regular meeting of council held on December 20th, 2021 be approved as circulated.

CARRIED

BOARD REPORTS

2022-002 **TRAVIS CLOW** – That the following board reports be filed:
Marengo Water Treatment Plant Report – December 2021

CARRIED

JOINT ADMINISTRATION

2022-003 **TRISTA CLOW** – That the following salary increases and purchases for the municipal office, and other items be approved effective January 1st, 2022:

Increase Lisa Ensor's wage from \$19.05 per hour to \$22.00 per hour;
Increase Trina Mears' wage from \$26.15 per hour to \$26.70 per hour;
Increase Candace Rea's salary from \$57,015 per year to \$58,175 per year;
Increase Robin Busby's salary from \$110,290 per year to \$112,525 per year;
Increase Tracy Clow's janitorial contract from \$6,060 per year to \$6,180 per year;
Authorize Trina Mears and Lisa Ensor to attend the 2022 Munisoft Conference at an estimated cost of \$2,390.00;
Purchase an Asus desktop computer from Munisoft at an approximate cost of \$3,174.00 plus taxes;

Tom
RB

Purchase a 2 foot by 4 foot table for the Administrator's office for a maximum amount of \$300.00 before taxes;
Purchase a vacuum to a maximum of \$1,000 before taxes.
CARRIED

INCOME AND EXPENSE STATEMENT

2022-004 **TRAVIS CLOW** – That the statements of income and expense for December be approved as presented.
CARRIED

CORRESPONDENCE

2022-005 **TRISTA CLOW** – That we acknowledge receipt of the following correspondence and file for future reference:

SRC Analytical

Alsask water samples analysis all printed below:

<u>Date</u>	<u>Free Chlorine</u>	<u>Total Chlorine</u>	<u>Turbidity</u>
21-Dec-2021	1.41	2.09	0.46 (Regular)
11-Jan-2022	2.12	2.20	0.45 (Regular)

(acceptable results: Free Chlorine >.1, Turbidity <.30, Total Chlorine any amount)

24-Nov-2021 General Chemistry/Water Quality – all within Sask guidelines

Ministry of Government Relations
January 2022 Municipalities Today

Canadian Association of Municipal Administrators
Work during Pandemic

Royal Canadian Mounted Police (RCMP) – Kindersley Detachment
Oct-Dec 2021 Policing Report

West Central Municipal Government Committee
2021 Summary

CARRIED

MARENGO WATER TREATMENT PLANT ROOF AND WALL TIN COLOUR

2022-006 **TRAVIS MCKILLOP** – That we instruct the Administrator to contact Ryan Zacharias and inform him that the council has chosen the following colours for the Marengo Water Treatment Plant roof and wall tin:

Roof: Black

Walls: Graphite

Trim: Black

CARRIED

*Travis
RB*

MARENGO WATER TREATMENT PLANT/VILLAGE SHOP HEATER

2022-007 **TRAVIS CLOW** – That we contract Tarnes Electric to replace the heater in the shop portion of the WTP/Shop building at a quoted cost of \$744.52 plus taxes.

CARRIED

ELECTRICAL LINE FROM MUNICIPAL OFFICE GENERATOR TO WATER TREATMENT PLANT

2022-008 **TRISTA CLOW** – That we table further discussion about an electrical line from the municipal office generator to the water treatment plant until the February 2022 meeting of council.

CARRIED

WASTE DISPOSAL SERVICES

2022-009 **TRISTA CLOW** – That we enter into a three year contract with Loraas Environmental commencing on January 1st, 2022 to provide curbside waste disposal and recycling services in Marengo at the following rates:
Waste Disposal
Bi-weekly pickup
\$14.20 per cart per month plus fuel surcharge, carbon levy and GST
Recycling
\$8.94 per cart per month plus fuel surcharge, carbon levy and GST

CARRIED

WASTE DISPOSAL SERVICES

2022-010 **TRAVIS CLOW** – That we approve the following household garbage and recycling rates effective July 1st, 2022:
Household garbage: \$14.50 per month per household
Recycling service: \$9.50 per month per household
Fuel surcharge \$3.00 per month per household

CARRIED

BEREAVEMENT LEAVE

2022-011 **TRISTA CLOW** – That effective January 25th, 2022, all employees be granted twenty eight hour paid days for bereavement leave due to the death of immediate family and ten eight hour paid days due to the death of an extended family member, paid days off to be taken within the period commencing on the death of the family member and ending six months after the death of the family member; the definition of “immediate family” as taken from *The Labour Standards Act* is as follows:

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“Immediate family” means a spouse, parent, grandparent, child, brother or sister of an employee or of a spouse.”

CARRIED

WORKPLACE ILLNESS POLICY

2022-012 TRAVIS CLOW – That we amend the Workplace Illness and COVID-19 Policy Prevention Policy by making the following changes:
removing "Avoid unnecessary travel" and replace with "employees are expected to follow all provincial and federal measures in place for inter-provincial and international travel"

CARRIED

APPLICATION TO SUBDIVIDE LAND

2022-013 TRISTA CLOW – That we recommend the approval of the application to subdivide land for the following locations noting that no servicing agreement will be required:
Parcel D Plan 101204783 within the SE 18-29-27W3

CARRIED

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (LAFOIP) – OPERATIONAL POLICY

2022-014 TRAVIS CLOW – That the LAFOIP Access to Information - Operational Policy, attached hereto and forming part of these minutes be approved effective January 25th, 2022.

CARRIED

BYLAW 2022-01 – ASSESSMENT APPEAL FEE

2022-015 TRISTA CLOW – That Bylaw 2022-01, a bylaw to establish a fee to appeal assessments be given first reading.

CARRIED

2022-016 TRAVIS CLOW – That Bylaw 2022-01 be given second reading.

CARRIED

2022-017 TRAVIS MCKILLOP – That the third reading of Bylaw 2022-01 be permitted at this meeting.

**CARRIED
UNANIMOUSLY**

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2022-018 TRISTA CLOW – That Bylaw 2022-01, a bylaw to establish a fee to appeal assessments be given third reading and be adopted.
CARRIED

2022 BOARD OF REVISION MEMBERS

2022-019 TRAVIS CLOW – That we appoint the following members to the 2022 Board of Revision for the municipality:
Sheryl Ballendine
Stew Demmans
Cameron Duncan
Tim Lafreniere
Mike Waschuk
Gordon Parkinson
David Thompson
Stuart Hayward
Saumya Vaidyanathan

CARRIED

2022 DEVELOPMENT APPEALS BOARD MEMBERS

2022-020 TRISTA CLOW – That we appoint the following members to the 2022 Development Appeals Board for the municipality:
Sheryl Ballendine
Stew Demmans
Cameron Duncan
Tim Lafreniere
Mike Waschuk
Gordon Parkinson
David Thompson
Stuart Hayward
Saumya Vaidyanathan

CARRIED

PEST CONTROL OFFICER

2022-021 TRAVIS CLOW – That we appoint Gordon Roesch as the municipality's Pest Control Officer and that we agree to pay the R.M. of Chesterfield No. 261 \$25.55 per hour for services and \$0.64/km for mileage.

CARRIED

Tim
RB

APPOINTMENT OF BYLAW ENFORCEMENT OFFICER AND PEACE OFFICER

2022-022 **TRISTA CLOW** – That the Council of the Village of Marengo appoints Luc Morin as a Bylaw Officer within the Village of Marengo pursuant to section 373 of *The Municipalities Act* for the purposes of bylaw enforcement and shall be considered a Peace Officer for the purposes of bylaw enforcement under *The Summary Offences Procedures Act, 1990* appointment term to be from January 1st, 2022 to December 31st, 2022.
CARRIED

FIDELITY BOND

2022-023 **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 2022.
CARRIED

2022 COUNCIL MEETING DATES

2022-024 **TRISTA CLOW** – That the council meet on the following dates in 2022 at 7:00 p.m. unless rescheduled by the majority of council through resolution:

January 25, 2022	July 21, 2022
February 22, 2022	August 23, 2022
March 22, 2022	September 27, 2022
April 26, 2022	October 25, 2022
May 24, 2022	November 22, 2022
June 28, 2022	December 28, 2022

CARRIED

SASK LOTTERIES – COMMUNITY GRANT PROGRAM – 2023 APPLICATION

2022-025 **TRAVIS MCKILLOP** – That we apply to Saskatchewan Lotteries for the Saskatchewan Lotteries Community Grant Program for 2023 in the amount of \$9.39 per capita.
CARRIED

2022 DONATIONS

2022-026 **TRAVIS CLOW** – That the following donations be approved for 2022:

Westcliffe Composite School Awards	\$75.00
Kindersley and District Music Festival	\$100.00
Bea Bank Beef 4H Club	\$100.00
Royal Canadian Legion Flaxcombe Branch	\$100.00
Marengo Community Club	\$500.00
STARS	\$500.00

CARRIED

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CANCEL CHEQUE NO. 3672

2022-027 **TRISTA CLOW** – That we cancel and request a stop payment for cheque #3672 in the amount of \$315.00 payable to Stasiuk Land & Oil as the cheque is now stale-dated and that we re-issue a cheque in the amount of \$315.00.

CARRIED

ACCOUNTS

2022-028 **TRAVIS CLOW** – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.

CARRIED

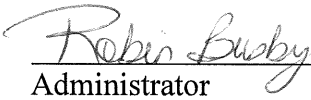
ADJOURN

2021-029 **TRISTA CLOW** – That this meeting now adjourn at 7:44 p.m.

CARRIED



Mayor



Administrator

Tuesday February 22nd, 2022 at 7:00 p.m. – Next regular meeting of council



ACCESS TO INFORMATION - OPERATIONAL POLICY

PURPOSE

The Village of Marengo recognizes the right of access by the public to information in the possession or under the control of the Municipality and is committed to fulfilling its obligations under *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)* and *The Local Authority Freedom of Information and Protection of Privacy Act Regulations (LAFOIP Regs)*.

The purpose of this policy is to establish appropriate controls and guidelines around providing access to information as required to carry out the Municipality's statutory obligations pursuant to LAFOIP and the Municipality's legitimate business and public interest mandates, including the principles of Open Government: transparency, accountability, accessibility, and participation.

SCOPE

This policy applies to all employees and contractors of the Municipality

DEFINITIONS:

Access to Information Request - The formal process by which an individual may request access to the Municipality's information under the provisions of LAFOIP. The term freedom of information request (FOI) also describes an access to information request.

Administrator - the Administrator of the Municipality appointed pursuant to Section 110 of *The Municipalities Act (or section 49 of the Northern Municipalities Act)*.

Applicant - any individual who requests access to a record under LAFOIP.

City Clerk - the City Clerk of the Municipality appointed pursuant to section 85 of *The Cities Act*.

Contractor- an individual or company retained under a contract to perform services for the Municipality, including any information management service providers (IMSP).

Control - is where the Municipality has the authority to manage the record, including restricting, regulating, and administering its use, disclosure, or disposition.

Duty to Assist - the Municipality's obligation to assist an applicant, including responding to a request for access openly, accurately, and completely.

Employee - an individual employed by the Municipality, including an individual retained under a contract to perform services for the Municipality.

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Exemption - a mandatory or discretionary provision under LAFOIP that authorizes the Municipality to refuse to give access to information contained in a record or, in some cases, to refuse to acknowledge the existence of a record in response to a request.

Formal Request - a request for access to information, made in writing or presented on the prescribed Access to Information Request Form that states the applicant wishes to make an application under LAFOIP.

Head - the Mayor/Reeve of the Municipality.

Informal Request - a request for information, which is general in nature, can be easily accessed in a minimal amount of time and can typically be handled by the department responsible for the information.

Information - what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the Municipality is a record.

LAFOIP - The Local Authority Freedom of Information and Protection of Privacy Act.

Personal Information - means information about an identifiable individual of a personal nature which may include but is not limited to: information about an individual's race; religion; family status; age; birthdate; place of origin; employment or criminal history; financial information; health services number; driver's license number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

Possession - physical possession plus a measure of control of the record.

Privacy - is the right to keep certain information private; freedom from unauthorized access to, use, or disclosure of one's personal information.

Record - means a record of information in any form and includes information that is written, photographed, recorded, digitized, or stored in any manner but does not include computer programs or other mechanisms that produce records.

Third Party - means a person or company other than the Municipality.

POLICY

LAFOIP and (*The Cities Act, The Municipalities Act or The Northern Municipalities Act, 2010*) determine the Municipality's obligations to provide access to information in the Municipality's possession or under its control. Every employee and contractor with access to Municipal information, as a result of their employment or contract with the Municipality, is responsible for managing that information in accordance with this policy. Also, to the extent that an elected official is engaged in carrying out the mandate or functions of the Municipality, then LAFOIP most likely will apply to those records.

1. Access to Information-Pursuant to LAFOIP, an individual has the right to request access to any information in the possession or under the control of the Municipality.

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The Municipality has a duty to assist in providing as much information as possible to the applicant while ensuring personal, confidential, and third party information is protected in accordance with LAFOIP.

2. Informal Requests-Informal requests are handled by the employee responsible for the information, in consultation with the Administrator as necessary.
3. Formal Requests-An applicant who wishes to make a formal request under LAFOIP is to complete the Access to Information Request Form (attached) available on the Municipality's or Saskatchewan Office of the Information and Privacy Commissioner's website or makes a request by email or letter stating the request is being made under LAFOIP.

The applicant is to send the request confidentially to the Administrator. If an employee receives the formal access request, it should be forwarded to the Administrator.

Formal requests are handled by the Administrator confidentially and immediately on receipt. The name of the applicant should be kept confidential.

Formal access to information requests are subject to an application fee, pursuant to LAFOIP Regs.

Processing fees are determined in accordance with LAFOIP Regs.

The Administrator will use an access request checklist to ensure that all the steps have been taken (sample access request checklist attached).

Employees shall assist the Administrator as necessary in obtaining information responsive to access to information requests in accordance with the timelines legislated under LAFOIP and contained in the access request checklist.

4. Duty to Assist - The Municipality has a duty to provide assistance to an applicant, including to respond to a request for access openly, accurately, and completely; to provide an explanation of any term, code, or abbreviation used in the information, or to refer an applicant to a person who is able to supply an explanation if the Municipality is unable to do so.
5. Clarifying or Narrowing - If a formal access request is unclear, in other words, the Administrator cannot determine the records being requested, the Administrator should write the applicant asking the applicant to clarify the access request. This should be done as soon as possible upon receiving the access request.

If the access request is clear as to the records being requested, the Administrator, as part of the duty to assist, can contact the applicant to see if the access request can be narrowed. In other words, to see if fewer records might meet the purpose of the applicant and perhaps keep fees down. This should be done as soon as possible upon receipt of the access request.

6. Exemptions-LAFOIP provides for the protection of certain information. There are mandatory and discretionary provisions under LAFOIP authorizing the Head to refuse to give access to information contained in a record, including refusal to confirm or deny the existence of a record in response to an access to information request.

Tom
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When determining whether to apply discretionary exemptions, the Head will exercise good faith in balancing the municipal's legitimate business or legal concerns and the principles of open government.

7. Reviews-An applicant who is not satisfied with how the Municipality has processed an access to information request may apply to the Saskatchewan Information and Privacy Commissioner (IPC) to review the matter.

The Municipality will cooperate with the IPC in the conduct of the review.

The Municipality will work with the IPC, the applicant, and any third parties to come to an acceptable review result whenever possible.

The Administrator will determine whether to comply or not comply with any recommendations of the IPC following a review regarding the requirements of LAFOIP, the public interest, mandate of the Municipality, and the principles of open government.

If the applicant and/or third party are not satisfied with the Head's decision to comply or not comply with the recommendation of the IPC, they can appeal that decision to the court.

8. Open Government-The Municipality is committed to supporting the concepts of transparency, accountability, accessibility, and participation and, as such, is committed to proactively providing information.

ROLES AND RESPONSIBILITIES

The Administrator is responsible for:

- Corporate information, including personal information at the Municipality of residents and employees.
- Providing guidance with respect to this policy and ensuring this policy is followed.
- Receiving and managing all access to information requests, including applying all exemptions and working with the IPC when a review is undertaken.

Employees are responsible for:

- Forwarding all access requests to the Administrator.
- Assisting with the search for responsive records.
- Compliance with this policy and related procedures and guidelines.

Tm
TB

Access to Information Request Form

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
Form A
[Clause 6(1)(a)]

Personal information and personal health information on this form is collected under *The Local Authority Freedom of Information and Protection of Privacy Act* and *The Health Information Protection Act* and will be used or disclosed only as necessary to respond to your request.

INFORMATION ABOUT YOU

Last Name

First Name

Name of Company or Organization {if applicable - optional}

Address

City

Province

Postal Code

Day Phone Number

Alternate Number

Fax Number

Email

INFORMATION ABOUT THE RECORDS YOU ARE REQUESTING

Are you requesting:

- your own personal information.
- personal information about someone other than yourself (*attach proof that you have authority to receive the information requested*).
- general information.

To which local authority are you making your request? *Enter the name of the local authority that you believe has the records you are requesting.*

What records do you wish to access? *Please provide a detailed description of the records you wish to access. This information will help locate the records.*

LOCAL AUTHORITY FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY

What is the time period for the records you are requesting (if applicable)?

There is a processing fee of \$20 payable to the local authority. The person managing your request may contact you to seek clarification or to discuss aspects of the request, including the application of additional fees if necessary. You may request a waiver of the processing fee or additional fees, but may be required to provide evidence of substantial financial hardship (see section 8 of the regulations).

Please keep a copy of this request for your records.

Check if requesting waiver of processing fees:

I request that payment of the fees related to this request be waived because payment will cause me substantial financial hardship. Details are as follows: (Use reverse of form if additional space is required.)

Signature of Applicant

FOR OFFICE USE ONLY

Date Received

Application Number

30-Day Response Date

5/17
RB

Access Request Checklist

There are several key activities involved with processing an Access to Information request and you need to make sure all activities are completed within the legislated timeframes.

The following checklist can be used to ensure that all key tasks are completed and timelines are met. This is intended as a guideline and can be codified to suit the needs of your local authority. It is not always necessary to use the full 30 days allowed in the Act. A response should be provided sooner whenever possible.

Calendar Day Guidelines	Key Tasks	LAFOIP Tips	
Day 1 (day after receipt)	<ul style="list-style-type: none"> • Request received by local authority. • Log the request. • Set up an LAFOIP file. • Notify Head (Mayor, Reeve, Administrator, President or CEO) if required local authorities' set out in policy. • Start thinking about where responsive records might be (make notes). 	<ul style="list-style-type: none"> • If local authority charges the \$20 application fee, then ensure it is enclosed, otherwise application not yet fully made unless fee is waived. • Make sure staff are aware of what an Access Request is, the urgency of the request, and where to immediately forward the request if received in their office. • Begin making notes right away documenting the steps you have taken in processing the request. • When you notify the Head (Mayor, Reeve, President or CEO) do not disclose the identity of the applicant. • Notifying other staff should only be on a need-to-know basis. 	
30 Calendar Days to Respond	<ul style="list-style-type: none"> • Thirty-day clock starts 	<ul style="list-style-type: none"> • The thirty days start the day after the request is received in the local authority. For example, a request received November 1st is due December 1st. • See LAFOIP s. 7 	

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<p>Day2</p>	<ul style="list-style-type: none"> • Check to see if a waiver of fees has been requested • Develop a search strategy: identify the area(s) of your local authority that may have responsive records and discuss the request with staff in the area(s). 	<ul style="list-style-type: none"> • If a waiver has been requested, need to ensure that the applicant has provided what is needed in order to make a decision to grant. • See LAFOIP Regulations s. 8. • Do not forget to search for responsive records in the local authority's possession and control (e.g. contractors; storage off site). • Remind program/branch areas of the serious nature of access requests and that search efforts should include responsive records. • Only share the identity of the applicant with those with a need- to-know 	
	<ul style="list-style-type: none"> • Determine whether clarification from the applicant will be required to process the request. 	<ul style="list-style-type: none"> • If clarification is required, try to contact the applicant by telephone immediately. If unable to reach the applicant, send a clarification letter outlining the details required to process the request. • See LAFOIP s. 5.1, the duty to assist which requires a local authority to act openly, honestly and accurately with the applicant. This means making phone calls to the applicant to understand or narrow the request. 	
	<ul style="list-style-type: none"> • Consider if request may need to be transferred to another government institution or local authority, in accordance with the Act. 	<ul style="list-style-type: none"> • Transfers must occur within 15 days of receipt by the local authority. • See LAFOIP ss. 7(1) (b) ands. 11. 	

Tom
RB

<p>Days 3 to 10</p>	<ul style="list-style-type: none"> • Finalize which program area(s) might have responsive records • Program areas retrieve records and forward originals to Head or delegate (Administrator or access and privacy coordinator). • Consider need for time extension if circumstances in ss. 12(1) are present (e.g. large volume of records or requests, external consultations necessary or third party notice is required) and provide notice to applicant. • Copy retrieved records and return originals to program area. 	<ul style="list-style-type: none"> • Advise program areas to search for responsive records. • Keep accurate and complete notes of search on the Access Request file and keep copies of correspondence with all that were engaged. • Time extensions cannot exceed 30 days past the original 30 day deadline. • See LAFOIP ss. 12(1). 	
	<ul style="list-style-type: none"> • Consider fees and send estimate if applicable with request for deposit. • Clock stops until applicant indicates they agree to proceed and fee deposit is received. 	<ul style="list-style-type: none"> • A cost estimate must be provided if the fees will exceed \$100. • See LAFOIP Regulations s. 6 • If a fee estimate will be provided, do not complete search; rather, estimate fees based on representative sample. • See LAFOIP s. 9 and LAFOIP Regulations s. 5 • A local authority can require a deposit of up to 50% of the estimated fees prior to proceeding with work on the access request. • If a fee is going to be charged, no further work should be done until the 50% deposit is paid. 	
	<ul style="list-style-type: none"> • If there are third parties and if the Head intends to release the records, send notices to third parties. 	<ul style="list-style-type: none"> • <u>See LAFOIP PART V</u> 	

Days 11-17	<ul style="list-style-type: none"> • If 50% of fee is paid, clock starts again; proceed with work. • Prepare index of records and paginate the record. • Detailed line-by-line review of records; apply severance. • Apply exemptions and quote necessary exemptions where there is severing. 	<ul style="list-style-type: none"> • Continue consultation with program areas. • The index of records is a listing of the responsive records. • Keep accurate and complete records of reasons for each withheld record or severed portion. • See LAFOIP s. 8. • Keep accurate records of time spent severing if a fee estimate was issued. 	
Day 15	<ul style="list-style-type: none"> • Last <u>day</u> for transferring the request to another government institution or local authority. 	<ul style="list-style-type: none"> • If you are transferring the application, remember to provide a copy of the transfer letter to the government institution or local authority receiving the transfer and the applicant. • See LAFOIP s. 11 	
Days 18-24	<ul style="list-style-type: none"> • Consider whether a time extension is needed. 	<ul style="list-style-type: none"> • Ask those involved in consultation process to respond immediately to avoid a time extension. • See LAFOIP s. 12 	
	<ul style="list-style-type: none"> • Determine which third parties have consented to release of the records. • Obtain approval of Administrator of the records to be released. 		
	<ul style="list-style-type: none"> • Prepare records and index of records for delivery to applicant. • Provide the Administrator with recommendations to finalize the request. 		

Days 25 - 27	<ul style="list-style-type: none"> • If necessary, finalize actual fee, to incorporate into final letter to applicant. • Records are not provided until all fees are paid if any are charged. 	<ul style="list-style-type: none"> • The fees cannot exceed the original estimate. • See LAFOIP s. 9 and LAFOIP Regulations s. 5 	
	<ul style="list-style-type: none"> • Send final response letter (called a section 7 letter) to applicant with records (unless access is fully denied or time extension was warranted). 	<ul style="list-style-type: none"> • Ensure all correspondence, documentation and notes have been included in the file. • It is important that notes of the steps taken be made as the access request is processed. • Do not release any third party information that the local authority intends to release until the expiry of the request for review period and verification that the third party has not requested a review. • See LAFOIP ss. 36{3} and 38(4). 	
Day30	<ul style="list-style-type: none"> • Close file and maintain the file with other LAFOIP files. 	<ul style="list-style-type: none"> • If the section 7 response is not provided to the applicant by this deadline, it is a deemed refusal and applicant may request a review by the IPC. • See LAFOIP ss. 7(5) and ss. 38{1} (b). 	

Tom
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Village of Marengo
List of Accounts for Approval
Batch: 2021-00073 to 2022-00003

Bank Code - Bank 1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
3720	2021-12-31	Loken, Cory WTP Rif 2021-12	Contracted Relief WTP Operator	300.00	300.00
3721	2021-12-31	Loraas Environmental Services 000042035	Waste&Recycling Services - Dec	953.84	953.84
3722	2021-12-31	RM of Antelope Park No 322 2021-00050 2021-00048	Share of Jnt Admin Payroll Adj Joint Admin Payroll Costs -Dec	-6.79 1,325.51	1,318.72
3723	2022-01-18	Busby, Robin TelemiracleKRea	Telemiracle Donation - K Rea	50.00	50.00
3724	2022-01-18	Stasiuk Land & Oil 1708	Gravel Pad for Water Tanks	315.00	315.00
3725	2022-01-25	102053541 Saskatchewan Ltd. WTP 2021-12	Accrual Contracted WTP Operator	933.45	933.45
3726	2022-01-25	Busby, Robin MurlinElect22Ja	I-pad for WTP	665.73	665.73
3727	2022-01-25	Heather Warrington Design Issued to: Heather Warrington 1501-11	Animal Tags for 2022	46.12	46.12
3728	2022-01-25	Minister of Finance FD2022424	Dispatching Services	105.53	105.53
3729	2022-01-25	Murlin Electronics 274985	Website Development Labour	1,109.99	1,109.99
3730	2022-01-25	SaskPower Install L5 Bl6	Install Street Light Lot 5 Block 6	887.03	887.03
3731	2022-01-25	Saskatchewan Health Authority 3396818 3397901	Marengo Water Sample Marengo Water Sample	23.00 23.00	46.00
3732	2022-01-25	Tarnes Electric Ltd. IN00065884	Rink Shack - New Heaters	1,212.12	1,212.12
3733	2022-01-25	Village of Marengo PO 419 420 Dec 20, 2021 Jan 11, 2022	Postage Postage Postage Postage	11.36 15.25 6.69 10.58	43.88
3734	2022-01-25	West Central Mun Gov Committee 89-2022	2022 Membership	30.15	30.15
3735	2022-01-25	Western Municipal Consulting WMC22021	Retainership Fee 2022	262.50	262.50
3736	2022-01-25	Wheatland Regional Library 4616	Library Levy - First Half 2022	261.30	261.30
3737	2022-01-25	Your Southwest Media Group 4490	Public Notice - Bylaw Amendment	211.68	211.68
3738	2022-01-25	McKillop, Travis Mtg IND 2022-01	Mayor Indemnity	90.00	90.00
3739	2022-01-25	Clow, Travis Mtg IND 2022-01	Councillor Indemnity	80.00	80.00
3740	2022-01-25	Clow, Trista Mtg IND 2021-13	Councillor Indemnity	80.00	80.00

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Date Printed
2022-01-24 9:42 AM

Village of Marengo
List of Accounts for Approval
Batch: 2021-00073 to 2022-00003

COMPUTER CHEQUE

<u>Payment #</u>	<u>Date</u>	<u>Vendor Name</u>	<u>Reference</u>	<u>Invoice Amount</u>	<u>Payment Amount</u>
		<u>Invoice #</u>			
				Total Computer Cheque:	9,003.04

Total Bank 1: 9,003.04

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Village of Marengo
List of Accounts for Approval
Batch: 2021-00073 to 2022-00003

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
990001	2022-01-01	Synergy CU - Loan Princ&Int2022-0	Principal & Interest Payment	2,220.57	2,220.57
990002	2022-01-07	Minister of Finance EPTRemit2021-12	EPT Remittance - Monthly	8,398.93	8,398.93
990003	2022-01-14	SaskPower Rink 2021-12	Accrual Marengo Rink & Shack	104.29	104.29
990004	2022-01-14	SaskPower Well 2021-12	Accrual Village Well	174.02	174.02
990005	2022-01-14	SaskPower MSL 2021-12	Accrual Marengo Street Lights	492.82	492.82
990006	2022-01-14	SaskPower MPH 2021-12	Accrual Marengo Pump House	799.93	799.93
Total Computer Cheque:					<u>12,190.56</u>

Total EFT:	<u>12,190.56</u>
Grand Total:	<u><u>21,193.60</u></u>

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