

VILLAGE OF MARENGO

Minutes of the regular meeting of the council of the Village of Marengo held on Tuesday February 22nd, 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

2022-030 **TRISTA CLOW** - That the agenda be used as a guideline for this meeting and that we approve the following changes to the agenda:

Additions:

Notice of Intent to Alter a Permit to Operate a Waterworks
Marengo WTP/Shop Overhead Door Quote

CARRIED

MINUTES

2022-031 **TRAVIS CLOW** – That the minutes from the regular meeting of council held on January 25th, 2022 be approved as circulated.

CARRIED

BOARD REPORTS

2022-032 **TRISTA CLOW** – That the following board reports be filed:
Marengo Water Treatment Plant Report - January 2022

CARRIED

INCOME AND EXPENSE STATEMENT

2022-033 **TRAVIS CLOW** – That the statement of income and expense and bank reconciliations for January 2022 be approved as presented.

CARRIED

CORRESPONDENCE

2022-034 **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>
11-Jan-2022	2.12	2.20	0.45 (Regular)
25-Jan-2022	1.51	2.18	0.52 (Regular)
08-Feb-2022	1.58	2.20	0.53 (Regular)

Tim
RD

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

Ministry of Government Relations
February 2022 Municipalities Today

Saskatchewan Assessment Management Agency
Notice of SAMA Annual Meeting
2022 Municipal Requisition

Royal Canadian Mounted Police (RCMP) – Kindersley Detachment
2022/2023 Community Consultations

CARRIED

7:05 p.m. to 7:34 p.m. - Gordon Molnar from Pillar Systems attended the meeting to discuss the draft asset management plan created for the municipality by Pillar Systems Inc.

BYLAW 2021-06 - A BYLAW TO AMEND ZONING BYLAW 2017-06

2022-035 **TRAVIS CLOW** – That Bylaw 2021-06, a bylaw to amend Bylaw 2017-06, known as the Zoning Bylaw be given second reading.

CARRIED

2022-036 **TRISTA CLOW** – That Bylaw 2021-06, a bylaw to amend Bylaw 2017-06, known as the Zoning Bylaw be given third reading and be adopted.

CARRIED

REFUND ON UTILITY ACCOUNT

2022-037 **TRAVIS CLOW** – That we issue a refund to Province Grain Group Inc. in the amount of \$516.00 due to water and sewer charges being levied in error in 2021.

CARRIED

LINE FROM OFFICE GENERATOR TO WTP

2022-038 **TRISTA CLOW** – That we contract Half Diamond R Electric to provide electrical service to run a line from the municipal office generator to the Marengo WTP at an estimated cost of \$4,000.00 plus taxes and that we contract Stasiuk Land & Oil to complete the required trenching at an estimated cost of \$600.00 plus taxes.

CARRIED

RB

ASSET MANAGEMENT PLAN

2022-039 **TRAVIS CLOW** – That we acknowledge receipt of the draft Asset Management Plan for the municipality from Pillar Systems Inc.
CARRIED

ASSET MANAGEMENT POLICY

2022-040 **TRISTA CLOW** – That the asset management policy attached hereto and forming part of the minutes be adopted effective February 22nd, 2022.
CARRIED

ASSET MANAGEMENT STRATEGY

2022-041 **TRAVIS CLOW** – That the asset management strategy attached hereto and forming part of the minutes be adopted effective February 22nd, 2022.
CARRIED

SASKATCHEWAN WORKERS' COMPENSATION - 2022 INSURANCE FOR COUNCIL

2022-042 **TRISTA CLOW** – That the municipal council for the Village of Marengo be insured through Saskatchewan Workers Compensation at the minimum rate of \$38,422.00.
CARRIED

ACCOUNTS

2022-043 **TRAVIS CLOW** – That the list of accounts, attached hereto and forming part of these minutes, be approved for payment.
CARRIED

ADJOURN

2021-044 **TRISTA CLOW** – That this meeting now adjourn at 8:02 p.m.
CARRIED



Mayor



Administrator

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



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ASSET MANAGEMENT POLICY

Village of Marengo	Policy Name ASSET MANAGEMENT	Doc No	
		Version 1	Date 02/22/2022
Controller: ADMINISTRATOR	Approved by Council: February 22, 2022	Review Date February 2026	

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

- Having the systems, processes, and resource allocations in place for continued monitoring and management of an asset management program.

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.
- 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.
- k. An asset management database will be deployed and maintained with an annual review of condition assessments, level of service assessments, and capital renewal treatment programming in line with delivering level of service targets.

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 at the discretion of the current council.



Mayor



Administrator



Date

Tom
B



ASSET MANAGEMENT STRATEGY



Approved by Council – February 22nd, 2022
Review Date – February 2026

Tom
RB

EXECUTIVE SUMMARY

BACKGROUND – The Asset Management Strategy provides an overview of asset management, its principles and expected benefits from adopting Asset Management.

RISKS CRUCIAL TO COUNCIL'S OPERATIONS – The overall purpose of the Asset Management strategy is to understand the cause, effect and likelihood of adverse events occurring, to manage such risks to an acceptable level and to provide an audit trail for the management of risks.

ASSET MANAGEMENT CAPABILITY – An Asset Management Strategy is a high level but very important document that guides the overall asset management activities within an organization. Being a strategy, it is meant to explore long-term issues and ensure the overall plan is limited to key “strategic” issues of the municipality.

STRATEGY OUTLOOK – As an Asset Management strategy should be a strategy for identifying and implementing a more cost – effective way of providing and maintaining Assets and a way to make the Village of Marengo a better place to live.

ASSET MANAGEMENT IMPLEMENTATION – The Asset Management strategy is to be implemented after consultation between Council and administrative staff, ensuring that an appropriate level of service is provided for the ratepayers of the Village of Marengo.

INTRODUCTION

The Village of Marengo is already performing a form of asset management: we operate our assets, fix them when they break and try to plan for future maintenance needs. This, however, is a reactive approach to asset management rather than a proactive approach.

Asset Management helps bring together people and skills across the organization to solve service and infrastructure problems: engineers, planners, administration and elected officials.

The Government of Canada has provided the Gas Tax Fund as a means of helping communities with the infrastructure challenges that they face. They realize the infrastructure challenges that this nation faces. The Government of Saskatchewan has made it mandatory that municipalities in Saskatchewan adopt an Asset Management Policy and Strategy by June 30, 2018. Those municipalities who do not comply risk losing their Gas Tax funding.

The Village of Marengo must first adopt an Asset Management Policy, and then develop an Asset Management Strategy. From these two documents, the Asset Management Plan is formed, and lastly the planning culminates in a Long-Term Financial Plan.

WHAT ASSETS DO WE HAVE?

The Village of Marengo has key asset networks such as:

- Transportation Network, including graveled roads, paved roads, sidewalks, culverts and signs
- Water Network, including water treatment plant, water mains, water meters, water supply wells, and reservoir
- Sewer Network including sewer mains and lagoon
- Machinery and Equipment Assets
- Building Assets
- Land

Other assets and service areas of the Village include:

- Employees
- Technology equipment

Tim
RB

COUNCIL'S ASSETS AND THEIR MANAGEMENT

As our community has grown, there has been an increased demand for better roads and asset infrastructure. Balancing community expectations with the risk of aging infrastructure and potential service disruption along with limited funding available to municipalities requires us to be diligent in taking action to make our communities more sustainable and resilient. The Village of Marengo assets mainly include water, sewer and transportation services. These services are provided through our municipal roads, water and sewer infrastructure, machinery and equipment, and buildings. Grid surfaces are constructed and maintained to provide for travel and access to and from Village residences, commercial developments. Projects are considered during the budget process with attention given to factors such as infrastructure concerns, and complaints, repairs required on infrastructure or equipment and availability of conditional provincial grants. Water and sewer infrastructure repairs and maintenance are considered when the infrastructure is in need of repair or replacement. Machinery and equipment are updated from time to time based on factors including condition, remaining warranty and cost of replacement. Buildings are maintained and occasionally renewed with consideration to factors including capacity to accommodate existing employees and equipment, and safety of work environment as set by legislation (i.e. Occupational Health and Safety Regulations, 1996).

WHERE DO WE WANT TO BE? COUNCIL'S MISSION, GOALS & OBJECTIVES

The Village of Marengo's goal is to meet the defined level of service (as amended from time to time) in the most cost-effective manner for present and future ratepayers.

Objectives are:

- To take a lifecycle approach to maintain the Village of Marengo's assets to agreed levels of service at the lowest cost possible for each year of useful life.
- To manage the impact of growth through demand management and infrastructure investment
- To monitor performance by including technologies that may give the right answer to asset management concerns or even to compel change
- To identify, assess and appropriately control risks.
- To provide a linkage to a long-term financial plan which identifies required, affordable expenditures and outlining how it will be allocated.

HOW ARE WE GOING TO DO IT? ASSET MANAGEMENT ACTIVITIES

Year One (2019)

- Define Level of Service
- Develop an Asset Management Policy & Strategy
- Add the current condition & desired condition of assets to the Asset Register
- Begin developing individual Asset Management Plans per major class

Year Two (2020)

- Develop risk framework
- Report on replacement costs for all assets
- Data collection relating to replacement and operations/maintenance
- Add to Improvement Plan within the Asset Management Plan as required
- Continue developing individual Asset Management Plans per major class

Year Three to Five (2021 – 2023)

- Develop proposed replacement schedule
- Develop a long-term financial plan by linking the capital and operational plan
- Identify the funding gap between current and desired condition for completed asset classes

A review of the current condition of the assets must occur. In 2009, an inventory of the capital assets was undertaken. The next step is to expand on that by reviewing:

- Where it is? (inventory)
- What is it worth? (costs/replacement rates)
- What condition is it in and what is its remaining service life? (condition and capability analysis)
- What is the level of service expectation and what needs to be done? (capital and operating plans)
- When do we need to do it? (capital and operating plans)
- How much will it cost and what is the acceptable level of risk? (short and long term financial plan?) Does it need to be prioritized or managed?
- What is our funding shortfall? Current plan to fund that gap?
- What are the funded and unfunded needs over the next 10 years for the total infrastructure?

The Administrator, and Council will undertake this review.

FINANCIAL SUMMARY

In order to deliver affordable services, we will need to ensure that we set aside sufficient funds to operate, maintain and replace our assets. Once we complete our development of an Asset Management Plan for all of our assets we will have a greater understanding of the gap between the current and desired conditions. We will then re-evaluate the level of service that we are able to provide. If we are unable to fill this gap we run the risk of running higher operating costs, negatively impacting the environment, potential threats to public health and safety as well as other social costs, lost economic potential and productivity and even higher capital costs in the future.

MONITORING AND MANAGING THE ASSET MANAGEMENT PROGRAM

The asset inventory, condition assessment data, level of service results, and resulting 5-year maintenance and capital works program will be loaded into an MS Access Asset Management Database for the Village to continue to manage the asset management program moving forward. Based on the initial asset management assessments and analysis completed in 2021, the following are requirements for the Village Administrator to sustain and manage an asset management program moving forward:

- Continuously update the data within the Asset Management Database.
- Train and engage operations staff to provide condition assessments and updates to the Administrator to update the data and level of service results.
- On a periodic basis, seek the support of professional services to reanalyze the Long-Range Sustainability Plan and determine the corresponding Short-Range Maintenance and Capital Program in line with delivering the long-range level of service targets.

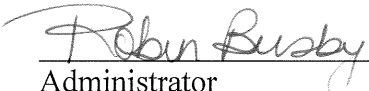
CONCLUSION

The Asset Management Strategy is the template for the Asset Management Plan. All documents regarding Asset Management form part of our life cycle approach to Asset Management and should be reviewed and changed as needed. Our hope is that any decisions that are made with an understanding of service, risk, demand drivers and cost. This strategy will be reviewed and revised annually as we continue to gain a greater understanding the level of service we are able to deliver while identifying risks and evaluating our assets' conditions with the goal of doing a comprehensive review by June 2022.

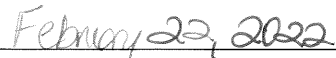
TM
RB



Mayor



Administrator



Date

Village of Marengo
List of Accounts for Approval
Batch: 2022-00006 to 2022-00006

Bank Code - Bank 1 - Main Demand

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Invoice #	Reference	Invoice Amount	Payment Amount
3741	2022-02-10	102053541 Saskatchewan Ltd.				
		WTP 2022-01		Contracted WTP Operator	783.30	783.30
3742	2022-02-10	Enviroway Detergent Man Inc				
		IN059582		WTP Chemicals	204.75	204.75
3743	2022-02-10	Loken, Cory				
		WTP Rlf 2022-01		Contracted Relief WTP Operator	330.00	330.00
3744	2022-02-10	SaskTel				
		WTP 2022-01		Water Treatment Plant Internet	41.34	41.34
3745	2022-02-22	Bea Bank Beef 4H Club				
		Donation 2022		Donation Per 2022-026	100.00	100.00
3746	2022-02-22	Ensor, Lisa				
		Amazon		Keyboard for WTP iPad	32.73	32.73
3747	2022-02-22	Kindersley Co-op				
		332955		Cardlock Fuel January 2022	115.28	115.28
3748	2022-02-22	Kindersley Dist Music Festival				
		Donation 2022		Donation Per 2022-026	100.00	100.00
3749	2022-02-22	Marengo Community Club				
		Donation 2022		Donation Per 2022-026	500.00	500.00
3750	2022-02-22	Pillar Systems Inc.				
		PS21003-02		Asset Management	18,660.60	18,660.60
3751	2022-02-22	Royal Canadian Legion				
		Donation 2022		Donation Per 2022-026	100.00	100.00
3752	2022-02-22	RM of Milton No 292				
		2021-00093	Accrual	Jul - Dec 2021 Joint Expenses	1,602.93	
		2022-00022		Reimburse 292 - charged for WTP	97.89	1,700.82
3753	2022-02-22	RM of Antelope Park No 322				
		2021-00059	Accrual	Share Office Insurance Jul - Dec 2	85.35	
		2022-00002		Joint Admin Payroll Costs -Jan	1,406.31	
		2021-00056	Accrual	Share Jnt Admin Benefits&Cell Jul	-10.22	1,481.44
3754	2022-02-22	SAMA				
		2022360		Municipal Invoice 2022	1,468.00	1,468.00
3755	2022-02-22	Saskatchewan Health Authority				
		3398893		Marengo Water Sample	23.00	
		3399748		Marengo Water Sample	23.00	46.00
3756	2022-02-22	STARS				
		Donation 2022		Donation Per 2022-026	500.00	500.00
3757	2022-02-22	Tarnes Electric Ltd.				
		IN00065948		WTP - New Heaters	826.42	826.42
3758	2022-02-22	Village of Marengo PO				
		Jan 24, 2022		Postage	10.08	
		429		Postage - Xpresspost	14.42	
		Feb 7, 2022		Water Sample Postage	10.12	
		426		Postage	15.53	50.15
3759	2022-02-22	Westcliffe Composite School				
		Donation 2022		Donation per 2022-026	75.00	75.00
3760	2022-02-22	Your Southwest Media Group				
		4629		Public Notice - Bylaw Amendment	211.68	211.68
3761	2022-02-22	McKillop, Travis				

Travis
RB

Date Printed
2022-02-22 12:41 PM

Village of Marengo
List of Accounts for Approval
Batch: 2022-00006 to 2022-00006

Page 2

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
		Invoice #			
		Mtg IND 2022-02	Mayor Indemnity	90.00	90.00
3762	2022-02-22	Clow, Travis			
		Mtg IND 2022-02	Councillor Indemnity	80.00	80.00
3763	2022-02-22	Clow, Trista			
		Mtg IND 2022-02	Councillor Indemnity	80.00	80.00
			Total Computer Cheque:		<u>27,577.51</u>

Total Bank 1: 27,577.51

Tim
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Date Printed
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Village of Marengo
List of Accounts for Approval
Batch: 2022-00006 to 2022-00006

Bank Code - EFT - Paid Electronically

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Reference	Invoice Amount	Payment Amount
990007	2022-02-01	Synergy CU - Loan Princ&Int 22-02	Principal & Interest Payment	2,220.57	2,220.57
990008	2022-02-03	Minister of Finance EPTRemit2022-01	EPT Remittance - Montly	25.29	25.29
990009	2022-02-14	SaskPower Well 2022-01	Village Well	171.92	171.92
990010	2022-02-14	SaskPower MSL 2022-01	Marengo Street Lights	511.74	511.74
990011	2022-02-14	SaskPower Rink 2022-01	Marengo Rink & Shack	539.73	539.73
990012	2022-02-14	SaskPower MPH 2022-01	Marengo Pump House	1,031.20	1,031.20
			Total Computer Cheque:		<u>4,500.45</u>

Total EFT: 4,500.45
Grand Total: 32,077.96

TM
RB